



Request for Quotation (RFQ)

#

For the Establishment
of
Government-Wide
Multiple Blanket Purchase Agreements (BPAs)
for
Janitorial/Sanitation Commodities (JAN/SAN)

Solicited to:

**GSA Multiple Award Schedule (MAS)
Federal Supply Schedule 51 V, 73 and 75 Holders**

Special Item Numbers (SINs)

**75-85, 105-001, 105-002, 375-100, 375-103, 375-107, 375-117, 375-125, 375-129,
375-135, 375-139, 375-200, 375-321, 375-323, 375-341, 375-351,
375-352, 375-353, 375-355, 375-356, 375-361, 375-362, 375-363, 375-364,
375-368, 375-371, 375-372, 375-99, 384-2, 384-4, 384-9, 384-99, 476-12, 476-13,
507-2, 507-4, 507-8, 507-99, 658-1, 681-1, 852-1, 852-2, and 852-99**

Issued by:

The U.S. General Services Administration
Federal Acquisition Service
Greater Southwest Acquisition Center
819 Taylor Street, Room 7A37
Fort Worth, TX 76102

_____, 2013

Notes to Contractors

1. Request for Quotation. This is a Request for Quotation (RFQ) under Federal Acquisition Regulation (FAR) 8.405-2, Ordering Procedures, to establish multiple Blanket Purchase Agreements (BPAs) in support of the Federal Strategic Sourcing Initiative (FSSI) for Maintenance, Repair, and Operations (JANSAN) supplies for Federal Government agencies. Numerous Federal agencies actively participated in the development of the requirements outlined in this RFQ as part of a formalized commodity team; and numerous other agencies are expected to use the resulting solution. In addition, this vehicle will be open for purchase by service contractors, including fixed price contractors, for work being performed under their Federal contracts. The General Services Administration (GSA) is in discussions with the Defense Commissary Agency (DeCA), and may authorize DeCA to use these BPAs for purchase of items for resale. In short, the Contractors should understand that GSA's goal is to focus all possible Federal spend through strategically sourced solutions, and will aggressively work the policy and authorization issues required during the life of this program.

Hand in hand with the goal of focusing spend; GSA has a further goal of ensuring small business success. In furtherance of these twin goals, the following structure has been established.

The BPA has been divided into several sets of agreements and will be solicited under separate RFQs but will be covered under the FSSI JANSAN umbrella.

There are five (5) basic pools, dividing the commodity up into core areas of concentration. In each of these five (5) pools, there will be three (3) BPAs established. Each of the five (5) pools has a specified number of restricted BPAs for small business concerns.

In addition to the above, there is a second set of agreements. This set of agreements is for Contractors to support GSA Global Supply requirements through a channel specifically designed around the requisition process. In each of the three (3), a Global Supply Market Basket (Market Basket GGS) has been identified. If interested in competing for awards under this pool, respond under **RFQ NUMBER XXXXXXXX**. This RFQ will explain the unique terms and conditions apply to these GGS items, and the applicable specialized e-commerce requirements. For sake of clarity, they are consolidated and issued under a separate RFQ, but are part of the same FSSI solution set.

2. The solution will be available for use by the entire Federal Government. The total spend opportunity addressable through this solicitation is estimated to be more than \$599 million annually. Several agencies are making various types of commitments to utilize the resultant BPAs (see Attachment 8, Specific Agency Commitments). As agencies will not be able to formally obligate dollars prior to award, agencies have been asked to provide written statements of commitment, from a senior agency official. These commitment documents are included in Attachment 8, Specific Agency Commitments. *Note:* This attachment currently is under development and will be provided separately, prior to the RFQ closing.

3. BPA Pools. The General Services Administration (GSA) intends to establish BPAs against the GSA's Federal Supply Schedule 73, Food Service, Hospitality, Cleaning Equipment And Supplies, Chemicals And Services; Schedule 51V Hardware Superstore; and Schedule 75. Office Products/Supplies and Services.

The following Special Item Numbers are applicable to the procurement:

SIN 375-100, Vacuum Cleaner, Canister Type;
SIN 375-103, Vacuum Cleaner, Upright Type;
SIN 375-107, Vacuum Cleaner, Portable Hand Type;
SIN 375-117, Carpet Cleaner, including Shampooer, Extractor, Liquid or Powder;
SIN 375-125, Sweeper and Scrubber;
SIN 375-129, Floor Machine;
SIN 375-135, Accessories and Attachments;
SIN 375-139, Parts, Repair and Replacement, Miscellaneous for Cleaning Equipment;
SIN 200, Mops, Buckets, Wringers, Squeegees, Brooms, Brushes, Sponges, Scouring Pads, Wiping Rags, Cleaning Cloths, Chamois, Polishing Pads, Cleaning Products, and Related Items;
SIN 375-321, Powdered and Liquid Machine Warewashing (Dishwashing) Compounds and Rinse Additives;
SIN 323, Laundry Cleaner, Powdered and Liquid, and Dry Cleaning Chemicals;
SIN 375-341, Floor and Carpet Chemical Products;
SIN 375-351, Sorbents – Non-Marine Usage, Type I;
SIN 375-352, Sorbents – Non-Marine Usage, Type II;
SIN 373-353, Sorbents – Marine Usage, Type III;
SIN 375-355, Sorbent Accessories;
SIN 375-356, Sweeping Compounds, Biodegradable Cleaner/Degreaser (Water Based) Non-Phenolic and Non-Petroleum;
SIN 375-362, Biodegradable Cleaner/Degreaser (Solvent Based) Non-Phenolic and Non-Petroleum;
SIN 375-363, Cleaners/Degreasers;
SIN 375-364, Cleaner/Degreasers and Polishes;
SIN 375-368, Gloves, Cleaning, Rubber;
SIN 375-371, Cleaning Chemical Dispensing Equipment and Systems;
SIN 375-372, Cleaning Chemicals used with Dispensing Systems;
SIN 375-99, Introductions of New Products/Services Relating to Cleaning Equipment, Janitorial Supplies, Cleaning Chemicals and Sorbents;
SIN 384-2, Office Recycling Containers and Waste Receptacles;
SIN 384-4, Outdoor Recycling Containers and Waste Receptacles;
SIN 384-9, Industrial Trash Storage Containers;
SIN 384-99, Introductions of New Services and Products Relating to Recycling Containers and Waste Receptacles;
SIN 476-12, Sterilants, Surgical Scrubs, and Related Products;
SIN 476-13, Disinfectants;
SIN 507-2, Permanent/Disposable Dispenser Housing and Refills for the Control of General Institutional Airborne Odors, Smoke and Sanitizing Surfaces;
SIN 507-4, Toilet Bowl Cleaner, Liquid, Powder, and/or Gel and Product;

SIN507-8, Sanitizers for Food Handling Areas;
SIN 507-99, Introductions of New Products/Services Related to Chemicals and Chemical Products;
SIN 658-1, Water Purification Chemicals;
SIN 681-1, Road Stabilization/Ice Melting Chemicals or Chemical Formulations;
SIN 852-1, Toiletries;
SIN 852-2, Personal Care Articles;
SIN 852-99, Introduction of New Products/Services relating to Toiletries, Personal Care Articles, and Hospitality Supplies and Services;
SIN105-001, Hardware Store, Home Improvement Center, or JANSAN – Store Front;
SIN 105-002, Hardware Store, Home Improvement Center, or JANSAN – Catalog;
SIN 75-85, Restroom Products; and

These BPAs will be administered by the GSA Federal Acquisition Service, Greater Southwest Acquisition Center, located at 819 Taylor St, Room 7A37, Fort Worth, TX 761012. The BPAs will be established for a one-year base period and four one-year option periods, for a total possible duration of five years, if all options are exercised. The BPAs will be established based on a lowest price, technically acceptable basis, broken down into five distinct categories for the Purchase Card Based JANSAN pools. These pools are as follows:

JANSAN Purchase Card based Pools

Pool One: Cleaning Compounds & Related Dispensers to include Industrial/Multi-Use Cleaning Compounds; Kitchen Cleaning Compounds; Laundry Cleaning Compounds; Bathroom Cleaning Compounds; Aerosol Fresheners; Surface Protection Supplies; and Personal Sanitation Products. The Cleaning Compounds & Related Dispensers pool is estimated to account for 30-35% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Two: Non-motorized Cleaning Equipment and Waste Collection Supplies to include Non-motorized cleaning equipment; Indoor/Outdoor Waste Receptacles and Bags. The Non-motorized Cleaning Equipment and Waste Collection Supplies pool is estimated to account for 30-35% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Three: Paper Products and Related Dispensers. The Paper Products and Related Dispensers pool is estimated to account for 25-30% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Four: Motorized Floor Cleaning Equipment. The Motorized Floor Cleaning Equipment pool is estimated to account for 5-10% of the overall JANSAN spend. This pool will consist of three awards. Of these, two (2) will be unrestricted and one (1) will be set-aside for a small business concern.

Pool Five: Motorized Laundry Cleaning Equipment. The Motorized Laundry Cleaning Equipment pool is estimated to account for 1-3% of the overall JANSAN spend. This pool will consist of three awards. Of these, two (2) will be unrestricted and one (1) will be set-aside for a small business concern.

During the life of these BPAs the Government may award additional BPAs for similar requirements. Additional BPAs will not necessarily have the same end date as those initially awarded.

BPAs will be established based on a lowest price, technically acceptable basis, broken down into the five (5) distinct pools outlined above.

4. Pre-solicitation Meeting. A pre-solicitation meeting is scheduled for May 15, 2013, beginning at 9:00 a.m. at the Auditorium at GSA Headquarters, 1800 F Street, NW., Washington, DC. Meeting attendance is OPTIONAL. All interested parties should register at <http://www.fss.gsa.gov/events> under the FSSI JANSAN BPA pre-solicitation meeting. Email FSSI.JANSAN@gsa.gov for coordination at least 72 hours prior to the meeting. On April 15, 2013, GSA issued an RFI as part of its market research. As a result of this research, GSA will be asking SBA for an Individual Waiver to the Non Manufacturer Rule. If approved, this waiver will permit small business dealers to offer products from both large and small manufacturers, thus increasing small business opportunities under the BPAs.
5. Questions. Any questions submitted concerning the RFQ must be received no later than June XX, 2013, 5:00 p.m. Eastern Daylight Time (EDT). Questions must be submitted via email to Jo Ann Stanley (joann.stanley@gsa.gov) and Stephen Nieswiadomy (stephen.nieswiadomy@gsa.gov) (see subsection 7.1.2. Quote Closing Date and Time). Answers will be provided via E-Buy to all contractors no later than June XX, 2013, 5:00 p.m. EDT.
6. Closing Date. The closing date for quotes in response to the RFQ is July XX, 2013, 5:00 p.m. EDT. Quotations must be submitted by electronic correspondence to JoAnn Stanley, Contracting Officer (see subsection 7.1.2. Quote Closing Date and Time), as instructed herein. Quotations received after the schedule closing date and time will not be accepted and will not be considered for BPA establishment. Quotations submitted must comply with all instructions, specifications, and requirements set forth in the RFQ. Quotes failing to comply with the RFQ may be deemed nonresponsive and will be eliminated from consideration. Quotation packages submitted in response to this RFQ must be delivered to the following email addresses and the **RFQ NUMBERXXXXXXX** solicited under GSA eBuy:

JoAnn.Stanley@gsa.gov

Greater Southwest Acquisition Center
General Services Administration

TABLE OF CONTENTS

NOTES TO CONTRACTORS.....	2
1. INTRODUCTION.....	7
2. BACKGROUND.....	7
3. GOALS AND OBJECTIVES.....	8
4. SCOPE.....	8
5. REQUIREMENTS.....	10
5.1. PRODUCT REQUIREMENTS.....	10
5.2. REQUIREMENTS RELATED TO REGULATORY COMPLIANCE.....	11
5.3. VENDOR ADMINISTRATION REQUIREMENTS.....	13
5.4. PROGRAM REQUIREMENTS.....	18
5.5. REPORTING REQUIREMENTS.....	18
5.6. TERMS AND CONDITIONS.....	20
5.7. ORDERING REQUIREMENTS AND PROCEDURES.....	22
5.8. BILLING AND PAYMENT REQUIREMENTS.....	23
5.9. DELIVERY REQUIREMENTS.....	24
5.10. DELIVERABLES.....	25
6. GOVERNMENT ADMINISTRATION CONSIDERATIONS AND RESPONSIBILITIES.....	27
7. METHODOLOGY FOR EVALUATION AND BASIS FOR BPA ESTABLISHMENT.....	27
7.1. GENERAL INSTRUCTIONS FOR QUOTATION SUBMISSION.....	28
7.2. EVALUATION CRITERIA.....	30
8. ATTACHMENTS/EXHIBITS.....	37
9. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION CLAUSES.....	38

**Blanket Purchase Agreement(s)
for the
FY13 Janitorial and Sanitation Supplies
Against Federal Supply Schedules 51V, 73 & 75**

SINs 75-85, 105-001, 105-002, 375-100, 375-103, 375-107, 375-117, 375-125, 375-129, 375-135, 375-139, 375-200, 375-321, 375-323, 375-341, 375-351, 375-352, 375-353, 375-355, 375-356, 375-361, 375-362, 375-363, 375-364, 375-368, 375-371, 375-372, 375-99, 384-2, 384-4, 384-9, 384-99, 476-12, 476-13, 507-2, 507-4, 507-8, 507-99, 658-1, 681-1, 852-1, 852-2, and 852-99

Introduction

The General Services Administration (GSA), continuing the initiative begun by the Office of Federal Procurement Policy (OFPP) in 2005 through its Chief Acquisition Officer Council (CAOC) to provide for strategic sourcing on a government-wide basis, seeks to establish five pools of Blanket Purchase Agreements (BPAs) for Janitorial and Sanitation (JAN/SAN) supply products and commodities, against GSA's Federal Supply Schedule 73, Food Service, Hospitality, Cleaning Equipment and Supplies, Chemicals and Services; Federal Supply Schedule 51V Hardware Superstore; and Federal Supply Schedule 75, Office Products/Supplies and Services and New Products/Technology.

1. Background

The Federal Strategic Sourcing Initiative (FSSI), chartered under the purview of the Federal Government's CAOC, is governed by the Strategic Sourcing Leadership Council (SSLC). The OFPP oversees the SSLC. Many agencies actively participate in FSSI through the Community of Practice (COP) and through Commodity Councils that provide user input to various FSSI procurement activities. JANSAN supplies are one of several commodities for which the FSSI is seeking a more effective government-wide acquisition approach.

Strategic sourcing is a structured, analytical, and collaborative process for optimizing an organization's supply base while reducing total cost of ownership and improving mission delivery. A strategic sourcing effort typically involves the following activities:

- Analyze spend data;
- Analyze the market;
- Develop a strategy;
- Seek and negotiate with suppliers;
- Select and award to successful suppliers;
- Implement strategy; and
- Monitor performance.

A memo from the Office of Management and Budget (OMB) mandated that all Federal agencies cut their procurement expenditures by 3.5 percent for both Fiscal Years 2010 and 2011 for a total reduction of 7 percent. In the Acquisition Savings Plans that the agencies submitted in response to this memo, many projected savings from the use of agency-wide and government-wide strategic sourcing initiatives. The government-wide strategic sourcing of JANSAN supplies under FSSI is anticipated to assist the Administration in achieving its goal of cutting \$40 billion a year from procurement spending.

3. Goals and Objectives

To achieve the Government's goals, the following objectives are sought through this acquisition:

- Achieve uniform prices and measurable total cost savings while maintaining or improving current service capability levels;
- Obtain significant reporting and transactional data to enable agencies to better manage spend for JANSAN supplies;
- Provide agencies an available vehicle(s) to meet socioeconomic goals;
- Ensure regulatory compliance in the acquisition of JANSAN supplies and commodities to include the AbilityOne Program, sustainable purchase requirements, and the Trade Agreements Act;
- Align purchasing with existing agency business practices; and
- Be easy to use.

The overall goal is to give the Government a fast and effective way to order JANSAN supplies and commodities at sharply discounted prices with prompt, cost-effective delivery and effective customer service, while capturing economies of scale, ensuring compliance with applicable regulations, fostering markets for sustainable technologies and environmentally preferable products, simplifying data collection, and ensuring opportunity for small businesses.

The resulting agreements will be available to all Federal agencies of the underlying Federal Supply Schedule.

4. Scope

Interested GSA Schedule 73, 75 and 51 V contractors are requested to submit quotes for the specific core items list, located at Attachment 1 (JAN/SAN Supplies Quote Sheet). The core items are made up of historically high volume supplies procured by Government Agencies participating in this BPA action.

Two separate RFQs are being issued for the FSSI for JANSAN. The first RFQ will be for the Purchasing Based JANSAN Pools; the second RFQ will cover the Requisition via Global Supply.

The Purchase Card Based JANSAN consists of five (5) pools; four (4) pools are for Requisition via Global Supply. The Purchasing Based JANSAN Pools will have restricted and unrestricted pools for small businesses.

Purchase Card Based JANSN Pools

Pool One: Cleaning Compounds & Related Dispensers

The Cleaning Compounds & Related Dispensers pool includes both cleaning compounds used to sanitize and disinfect bathrooms, kitchens, office surfaces and hospitals as well as personal sanitation products. The Government intends to establish three (3) BPAs. The Government will set aside (2) awards for small businesses. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Two: Non-Motorized Cleaning Equipment & Waste Collection Supplies

The Non-motorized Cleaning Equipment and Waste Collection Supplies pool includes both non-motorized items used to perform the physical cleaning of spaces as well as the receptacles and bags used to collect trash. The Government intends to establish three (3) BPAs. The Government will set aside (2) awards for small businesses. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Three: Paper Products & Related Dispensers

The Paper Products and Related Dispenser pool includes disposable paper items used for personal sanitation and cleaning up minor messes. The Government intends to establish three (3) BPAs. The Government will set aside (2) awards for small businesses. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Four: Motorized Floor Cleaning Equipment

The Motorized Floor Cleaning Equipment pool includes motorized equipment used to clean floor surfaces; both carpeted and non-carpeted. The Government intends to establish three (3) BPAs. The Government will set aside one (1) award for small business.

Pool Five: Motorized Laundry Cleaning Equipment

The Motorized Laundry Cleaning Equipment pool includes washing machines and dryers for cleaning clothes and linens. The Government intends to establish three (3) BPAs. The Government will set aside one (1) award for small business.

The BPA holder's full catalog of JAN/SAN supplies provided under its underlying GSA MAS contract may be included and available under the resulting BPA, with the exception of items specifically excluded from the BPA. Items outside the scope of JAN/SAN will be excluded from the BPA. The five pools are mutually distinct, based on the structure of the evaluation factors assigned to each designated pool as described further in this RFQ (see subsection 7.2.2. Technical Quotation Evaluation Criteria).

Price quotations for the BPAs shall be inclusive of all shipping charges for the items offered under each Pool. As the various participating agencies have their own specific shipping needs, price quotes that include specific delivery requirements are mandated. Depending on the specific Pool identified, specific shipping requirements will apply (see Section 7.0). Specific shipping requirements include the following:

- Standard delivery anywhere CONUS within 3 to 4 business days (where applicable);

- Ability to deliver to OCONUS such as Alaska, Hawaii, Puerto Rico, and international locations (where applicable) at an additional delivery charge; and
- Expedited delivery and/or secure delivery for CONUS and OCONUS based on the client's specific needs.

Please note: All items quoted must be part of or be made part of the Contractor's Federal Supply Schedule 51 V, 73 and 75 contracts prior to the closing date and time of this RFQ.

5. Requirements: Part Number standardization is a key goal of this acquisition. Standardizing on part numbers will facilitate direct comparisons, and over the length of the BPAs, will aid GSA in driving down prices, and will aid the Contractor in obtaining better pricing from its supplier(s). Only OEM part numbers or approved wholesaler part numbers will be permitted. These part numbers are to be used exactly, including spacing, capitalization, hyphenation, etc. In the event that the same item has more than one part number, the GSA CO shall identify the standard part number which the Contractor is to use.

5.1. Product Requirements

Some participating agencies currently have established agency-specific vehicles for the purchase of JANSAN supplies with advantageous pricing. The aggregate participation of these and other agencies should result in pricing that is more competitive than that which a single agency can achieve. To this end, the Contractor is strongly encouraged to offer BPA prices that are lower than pricing offered to any other Federal Government agency. To aid Contractors in meeting this objective, Attachment 8, Current BPA Prices to Beat, lists examples of items that meet the descriptions on the core-items lists in Attachment 1, JANSAN Supplies Quote Sheet, and respective prices available on current BPAs. This is not a list of specific preferred items that should be used when determining which items to propose, but rather is provided as a reference to indicate pricing levels currently contracted by the Government on a list of example items. Contractor must meet product requirements for any or all category submission(s).

JANSAN supplies have been divided into 5 pool categories: Cleaning Compounds and Related Dispensers, Non-Motorized Cleaning Equipment, Paper Products and Dispensers, Motorized Floor Cleaning equipment and Motorized Laundry Cleaning Equipments. Contractor must meet product requirements for any or all category submission(s).

5.1.1. Cleaning Compounds & Related Dispensers:

Provide Industrial/Multi-Use Cleaning Compounds, Kitchen Cleaning Compounds, Laundry Cleaning Compounds, Bathroom Cleaning Compounds, Aerosol Fresheners, Surface Protections Supplies, Personal Sanitation Supplies as defined in Attachment 3, JANSAN Supplies Definition. Core-items are listed in attachment 1, JANSAN Supplies Quote Sheet.

5.1.2. Non-Motorized Cleaning Equipment & Waste Collection Supplies:

Provide Non-motorized Cleaning Equipment, Indoor/Outdoor Waste Receptacles, Bags as defined in Attachment 3, JANSAN Supplies Definition. Core-items are listed in attachment 1, JANSAN Supplies Quote Sheet.

5.1.3 Paper Products & Related Dispensers

Provide Paper Products & Related Dispensers as defined in Attachment 3, JANSAN Supplies Definition. Core-items are listed in attachment 1, JANSAN Supplies Quote Sheet.

5.1.4 Motorized Floor Cleaning Equipment

Provide Motorized Floor Cleaning Equipment products as defined in Attachment 3, JANSAN Supplies Definition. Core-items are listed in attachment 1, JANSAN Supplies Quote Sheet.

5.1.5 Motorized Laundry Cleaning Equipment

Provide Motorized Laundry Cleaning Equipment as defined in Attachment 3, JANSAN Supplies Definition. Core-items are listed in attachment 1, JANSAN Supplies Quote Sheet.

5.2. Requirements Related to Regulatory Compliance

The BPA requires statutory compliance with the Javits-Wagner-O'Day (JWOD) Act (41 USC 46-48c), which requires the Government to purchase supplies on the JWOD procurement list from AbilityOne participating nonprofit agencies if available within the period required (FAR 8.704). (*Note: Most AbilityOne purchases by authorized commercial distributors are through an approved wholesaler.*)

Additionally, the BPA requires compliance with the Trade Agreements Act of 1979 (TAA) (19 U.S.C. § 2501–2581); the Resource Conservation and Recovery Act (RCRA), Section 6002; Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management; and Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance..

The JANSAN supplies are identified as and determined to be commercial items readily available in the commercial marketplace. Consequently, the items have no inherent special capabilities and characteristics above and beyond its commercial standards. However, due to the nature of the identified JANSAN supplies and existing Government mandates, the following programs apply (not all inclusive), where applicable:

- Comprehensive Procurement Guidelines;
- BioPreferred Program;
- Environmentally Preferable Products (EPP);
- Design for the Environment (DfE) Safer Product Labeling Program;

- Federal Energy Management Program (FEMP);
- ENERGY STAR;
- WaterSense;
- AbilityOne (see FAR 8.704);
- Section 508 of the Rehabilitation Act of 1973
- Resource Conservation and and Recovery Act (RCRA)
- Executive Order 13423, Strengthening Federal Environmental, Energy, and Transportation Management
- Executive Order 13514, Federal Leadership in Environmental, Energy, and Economic Performance

The following ancillary services that are compulsory as part of this requirement include but are not limited to the following:

- Provide real time order status;
- Offer standard delivery anywhere in the Contiguous United States (CONUS) up to 3 to 4 business days, where applicable;
- Provide the ability to deliver to Outside of Contiguous United States (OCONUS) such as Alaska, Hawaii, Puerto Rico, and international locations, where applicable (with appropriate marking/labeling, etc);
- Provide expedited delivery and/or secure delivery for CONUS and OCONUS based on the client's specific needs;
- Offer payment options including requisition, purchase card, Activity Address Code (AAC) or DOD Activity Address Code (Government to Government billing);
- Provide detailed spend and management reporting;
- Provide Level III transaction data at line item level; and
- Identify all JANSAN supplies via a standardized system by the common manufacturer part number.

5.2.1. AbilityOne Certified Contractor

Contractor shall remain an AbilityOne-certified contractor for the BPA's period of performance.

5.2.2. Addition of Products

In the event a commercial item becomes an AbilityOne item through addition to the JWOD procurement list, the BPA holder is required to automatically substitute AbilityOne items when Essentially-the-Same (ETS) items are ordered.

5.2.3. Sustainable Products

- a. Contractor must provide products that conform to Comprehensive Procurement Guidelines (CPG), when applicable. For more details on the Environmental Protection Agency's CPG, please visit www.epa.gov/cpg. Vendors should note that CPGs are minimum content standards and higher environmentally preferable content is desired to foster markets for environmentally preferable products and sustainable technologies.
- b. Federal agencies are required by Executive Orders 13423 and 13514 and the Federal Acquisition Regulation (FAR) to assess and give preference to those products deemed environmentally preferable through the Environmentally Preferable Purchasing (EPP) program. The EPP program should improve the ability to meet existing environmental goals identified at www.epa.gov/epp/ (see Attachment 6, EPP Product Criteria).
- c. Contractor is encouraged to provide an extensive selection of sustainable products. During the course of the BPA, GSA will begin to require an automatic substitution policy to ensure the Government is buying products that foster markets for environmentally preferable content and sustainable technologies. BPA holders shall assess the environmentally preferable content of BPA products at least annually and refresh their product list with the highest-content products. Contractors will be notified of any change in the AbilityOne representation during the course of the BPA.

5.2.4 Compliance with U.S. Mint Disputes Clause - for U.S. MINT orders only

U.S. MINT CLAUSE - DISPUTES (GP-3, OCT 2011)

Failure to agree on any issue under the contract shall constitute a Dispute to be resolved under this clause. If the parties cannot reach an agreement after diligently pursuing a solution through negotiations, the Contractor shall submit a written claim to the Contracting Officer stating the relief sought and requesting a written decision. The Contracting Officer shall make a decision in writing within 90 days of the filing of the claim or notify the Contractor of the date by which the decision will be made. The decision of the Contracting Officer shall be binding unless the Contractor submits an appeal to the United States Mint Chief Financial Officer (CFO) within 30 days of receipt of the Contracting Officer's decision. The decision of the CFO shall be final and binding on the parties and shall not be subject to further dispute, nor subject to further administrative or judicial review or appeal. The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract, and comply with any decision of the Contracting Officer.

5.2.5 Waiver of Non Manufacturer Rule Pending SBA response.

5.3. Vendor Administration Requirements

5.3.1. DoD EMALL and GSA Advantage!®

- a. Contractor shall maintain a current catalog on DoD EMALL and GSA Advantage!® throughout the BPA's period of performance. This catalog shall include all market basket items established under the BPA.
- b. Contractor shall conform to terms and conditions of DoD EMALL and GSA Advantage!®. A 5-day lead time will be provided for price changes to be effective in DoD EMALL and GSA Advantage!®.
- c. Contractor shall not show commercial items and prices in its catalog on DoD EMALL and GSA Advantage!® that have AbilityOne equivalents unless a purchase exception has been approved by the Government. Substitutes shall be identified to the buyer at the time of order/checkout on DoD EMALL and GSA Advantage!®. If AbilityOne items are not available to meet delivery times required by the BPA, the Contractor shall contact AbilityOne partnership representative Eric Beale at ebeale@AbilityOne.gov to report stock-outs and request a purchase exception. In this event, Contractor shall advise the customer and Contracting Officer via e-mail of any stock-outs and purchase exceptions.
- d. Paper catalogs, if provided by Contractor to customers, shall clearly annotate core-item, AbilityOne items, and environmentally preferable items.
- e. Within 5 business days of the BPA establishment notification, Contractor shall upload the BPA catalog reflecting awarded BPA pricing to DoD EMALL and GSA Advantage!®. Other Federal agencies also may require the BPA catalog to be uploaded to other portals as a condition of placing orders.

The catalog shall:

- Maintain consistent product offering and pricing within DoD EMALL, GSA Advantage!®, and any other ordering channels used;
- Reflect pricing that maintains the percentage discount relationship between BPA pricing at time of BPA establishment and Contractor's Federal Supply Schedule 51 V, 73 and 75 pricing (prices may be reduced at any time);
- Omit commercial items that are ETS as AbilityOne products, unless a purchase exception is granted;
- Ensure the vendor's part number reflects the part number assigned by the product's manufacturer or the standard wholesaler;

- Block out any products that do not meet requirements; and
- Identify prominently offered AbilityOne and environmentally preferable products not on the core-items list.
- If the Contractor establishes its own portal, it shall be clear which items are covered by this BPA. Even if the Contractor carries other GSA contracts, it must be very specific on which products are part of the FSSI JANSAN BPA and which are not.

5.3.2. Price Adjustments

Price adjustments on the BPAs will be determined by the Contracting Officer. No price increases will be entertained for the first year of the BPA. In approving any request for a price increase, the Contracting Officer will consider price changes to the underlying schedule contract, but will also conduct a horizontal and vertical price comparison. The mere fact of a price increase on the schedule contract will not be sufficient cause for approving a price increase under the BPA. The Contractor shall ensure price changes are reflected on DoD EMALL and GSA *Advantage!*® within 5 business days. As a condition of placing orders, Federal agencies also may require the uploading of the BPA catalog to other portals.

- a. At no time during the BPA's period of performance shall a product price exceed the calculated BPA price using the percentage discount agreed to at the time of BPA establishment.
- b. Contractor shall charge the product price appearing in the BPA catalog at the time an order is placed, unless a more advantageous price is available to the Government. Contractor shall consider timeframes that are required to make pricing and product changes to the BPA catalog posted to the DoD EMALL and GSA *Advantage!*®

5.3.3. Aggregated BPA Discounts

Contractors are encouraged to propose additional aggregate tiered discounts based on Government-determined aggregated dollar purchase thresholds. These thresholds will be based on aggregated BPA Government spend across all categories of the full catalog for each individual BPA holder. Such additional aggregate tiered discounts become effective per the instructions in Attachment 1, JANSAN Supplies Quote Sheet. Aggregated BPA discounts will be applicable within 30 days from the end of the calendar month in which the aggregate threshold is reached. Once a tiered discount threshold is reached on cumulative purchases from all participating Federal agencies, and the next tiered discount is earned, the next tiered discount shall be applied to all orders for the remaining life of the BPA. The pricing structure shall not be reset to lower thresholds at the exercise of options.

The total-offer expected market basket cost for each pool will be determined through a

weighting of the proposed pricing at the base and aggregated discount tier levels as shown in the tab, “Additional Pricing” in Attachment 1, JANSAN Supplies Quote Sheet. Weightings that will be used for this evaluation are as follows:

- 35 percent at base proposed pricing;
- 30 percent at first aggregated discount tier pricing;
- 20 percent at second aggregated discount tier pricing;
- 10 percent at third aggregated discount tier pricing; and
- 5 percent at fourth aggregated discount tier pricing.

The aggregate tier levels, based on the sales by Contractor, are as follows:

\$ 6 to \$12 million
\$12 to \$18 million
\$18 to \$24 million
\$24 to \$30 million
\$30 million or more

5.3.4. *Reporting Capabilities*

Contractor must have the capability to capture and provide Level III data at point of sale (sales data at line-item level) from its order processor (e.g., merchant bank). All Level III data must also be available for reporting to the Government. At a minimum, fields must include:

- Unit cost,
- Quantities,
- Unit of measure,
- Product codes,
- Product descriptions,
- Total purchase amount,
- Payment date,
- Merchant’s name,
- Merchant’s city,
- Merchant’s state,
- Merchant category code/business code,
- Ship-from Zip code,
- Ship-to Zip code,
- Freight amount,
- Order date,
- Discount amount,
- Debit/credit indicator,
- Customer agency,
- Merchant taxpayer identification number,
- 1099 status and merchant Zip code,
- Transaction number

Contractor must have the capability to provide this data and any reports in XML format or in standard Microsoft Office document formats as determined by the Contracting Officer, Program/Project Officer, or designee(s). The Government may change submittal procedures from time to time, at no additional charge.

5.3.5. Customer Service

Contractor shall provide a customer service center that is operational, at a minimum, from 9:00 a.m. EDT to 5:00 p.m. EDT, Monday through Friday, except Federal holidays. The hours of operation shall be those of the location of the customers in the 48 contiguous United States, Alaska, Hawaii, and Puerto Rico. Customer service personnel shall be knowledgeable of the Federal Government's purchase procedures and those procedures specifically tailored to the BPA. Contractor must have dedicated agency managers available to meet with Federal agency officials. The same manager may serve multiple agencies. Contractor must be able to provide training on ordering to agency personnel when requested by the Agency Project Officer. Training may be provided online.

5.3.6. Point-of-Sale Discount

This BPA carries a presumption that it applies to ALL Federal sales, absent evidence that another Government contract or BPA was intended. All MAS sales are BPA sales, except for products excluded from the BPA. No later than 30 days after the effective date of the BPA, Contractor shall provide a point-of-sale discount for all orders when payment is made through the GSA SmartPay card. The Contractor shall recognize the GSA SmartPay card and automatically charge a price no higher than the BPA price (see Terms and Conditions, subsection 5.6.4.). The point-of-sale discount shall apply to all purchases for items covered by the BPA, except when the ordering agency specifies that it is using another acquisition vehicle. BPA pricing shall be honored through all purchase channels.

To address the Electronic Data Interchange (EDI) concerns, a Contractor shall remove MAS Schedule prices on GSA *Advantage!*® and DoD EMail and replace it with the FSSI JANSAN BPA pricing so that each of the established FSSI JANSAN contractors will only have one price on GSA *Advantage!*® (not including agency-specific BPA pricing that may be loaded under the BPA aisle). A Contractor can propose another methodology of ensuring that customers receive the BPA discount(s) and is encouraged to propose this methodology in its plan of accomplishment to provide point of sale discount for all BPA orders, as required in the Go/No Go factors.

5.3.7 Quality Control

The Contractor is responsible for providing quality control to ensure a proper level of performance, including procedures employed throughout the BPA's period of performance, that ensure services provided conform to BPA performance standards (e.g., delivery time, deliverables relating to reporting submissions, etc.).

The Government reserves the right to inspect any and/or all surveillance at the Contractor and/or Government facility, as may be necessary to determine supplies or services conform to BPA requirements. The Government will ensure that the Contractor

has performed in accordance with the performance standards and expectations as identified by the Performance Requirement Summary (Attachment 10).

5.4. Program Requirements

5.4.1. *Program Management Review*

The Contracting Officer, Program/Project Officer, and/or designees, shall call quarterly program review meetings for the first year and quarterly or bi-annually for the option period(s), at the Contracting Officer's discretion. Such meetings will be held in any means agreed to between the attendees, either in person, by webinar, or conference call and may include all BPA holders, representatives from prospective customer agencies, a combination of current and prospective customer agencies, or individual BPA holders.

Some major Federal agencies may establish a central program management function. Such users may require their primary JANSAN suppliers to participate in agency program review meetings on a periodic basis, at no additional cost to the Government.

5.4.2. *GSA Program Funding Fee*

The GSA Program Funding Fee reimburses GSA for the costs of procuring and administering the BPA. The Contractor shall remit a GSA Program Funding Fee of 2.0 percent (.02) incorporated into its total unit price(s). This program funding fee shall be comprised of the GSA Industrial Funding Fee (IFF) set at 0.75 percent (.0075), and an additional 1.25 percent (.0125) Administrative Service Fee for the BPA, which may be subject to revision(s) at any time. Upon revision, the Contractor is required to adjust pricing up or down by the applicable percentage to reflect the new fee structure.

Remittance of the GSA IFF portion (.0075) of the Program Funding Fee shall be done in accordance with the underlying Federal Supply Schedule 51 V, 73 and 75 contracts. Remittance instructions for the Administrative Service Fee portion (.0125) of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the Contracting Officer or designee. The Government reserves the unilateral right to change such instructions from time to time at no additional cost, following notification to the Contractor.

5.5. Reporting Requirements

5.5.1. *Management Reports*

Contractor shall provide, at no cost to the Government, monthly management reports on the 15th of each month, containing at a minimum:

- Total aggregated spend volume;
- Value and percentage of all purchases by customer;

- Value and percentage of all purchases by pool (e.g., Cleaning Compounds; Non-motorized cleaning equipment, Paper Products and Dispensers, Motorized Floor Cleaning Products and Motorized Laundry Cleaning Equipment);
- Value and percentage of all purchases by channel (e.g., GSA *Advantage!*®, DoD EMALL, telephone, fax, e-mail, in-person, or Contractor-operated website, etc.);
- Value and percentage of all purchases by payment method;
- Average order spend amount;
- Value and percentage of all EPP program items purchased;
- Value and percentage of all CPG items purchased;
- Activities to identify and promote EPP, Energy Star, FEMP, Watersense, BioPreferred.

The Contractor shall furnish reports via e-mail in a format determined by the Contracting Officer, Program/Project Officer, or designee(s), as directed in writing and in accordance with the schedule identified in the deliverables.

5.5.2. *Usage Reports*

The Contractor shall provide, at no cost to the Government, quarterly usage reports utilizing Level III data captured at the transaction level and containing at a minimum:

- Item description,
- Manufacturer's name,
- Manufacturer's part number,
- UPC-A
- Unit of measure,
- Quantity of item sold,
- Number of times an item was ordered during the period,
- Item subcategory (e.g., Cleaning Compounds; Non-motorized cleaning equipment, Paper Products and Dispensers, Motorized Floor Cleaning Products and Motorized Laundry Cleaning Equipment),
- BPA extended price,
- BPA unit price,
- Federal Supply Schedule 51V , 73 and 75 prices,
- Federal Supply Schedule 51 V, 73 and 75 prices,
- Total extended cost,
- Environmentally preferable content, including specific attribute(s) and percent of environmentally preferable content,
- Shipping/freight charge,
- Delivery method (e.g., standard, overnight, desktop, secure desktop),
- Shipping weight,
- Supplemental fees charged (e.g., processing orders below the minimum, etc.),
- Customer agency,
- Payment method,

- Sales channel (e.g., GSA Advantage!®, DoD EMALL, telephone, fax, e-mail, in-person, or contractor-operated website, etc.),
- Name of BPA contractor, and
- BPA contract number.

The Contractor shall furnish reports in standard format uploaded directly to the Federal Strategic Sourcing Knowledge Management portal as directed, in writing, by the Contracting Officer, Project/Program Officer, or designee(s), in accordance with the schedule identified in the deliverables.

5.5.3. *Performance Metrics Reporting*

The Contractor shall provide, at no cost to the Government, monthly performance metrics and measurement reports on the 15th of each month. These metrics and measure will gauge vendor BPA performance and will evaluate areas that include, but are not limited to:

- Adherence to delivery schedule:
 - Scheduled versus actual delivery dates by transaction;
- Meeting BPA terms and conditions:
 - Detailed report of terms-and-conditions complaints reported by GSA or BPA customers;
- Ensuring adequate inventory levels:
 - Number and percent of line items with Fill or Kill invoked at task order on all pools
 - Number and value of items cancelled under Fill or Kill;
- Meeting reporting requirements:
 - Date required reports delivered, and
 - Identification of delinquent reports and reason for deficiency;
- Product damages and returns:
 - Volume and value of damaged and returned products,
 - Number of instances of damaged and returned products, and
 - Resolution of damaged and returned issues;
- Environmentally preferable content where applicable:
 - Products offered with environmentally preferable content,
 - Products refreshed for higher environmentally preferable content (content to/from), and
 - Products with no environmentally preferable content available;
- Customer satisfaction:
 - Annual customer satisfaction survey.

The Contractor will provide performance metrics and measures at the aggregated BPA level and individual agency level to the Contracting Officer. Contractor shall furnish reports in standard format as directed, in writing, by the Contracting Officer, Project/Program Officer, or designee(s), in accordance with the schedule identified in the deliverables.

5.6. Terms and Conditions

- 5.6.1. The core-items list may be revised as dictated by market conditions and fluidity. This requirement shall occur at least semi-annually; frequencies may be revised in the future. Pricing for replacement items shall be based on the lower of the same percentage discount from the Contractor's Federal Supply Schedule 51 V, 73 and 75 contracts as the item being deleted, or results of updated pricing proposals for revised market baskets.
- 5.6.2. The Contractor may elect to accept orders below the minimum order amount (see Order Minimum, subsection 5.7.6.) and may require customers to pay a processing fee for any order below the minimum. The Contractor shall indicate processing fee on Attachment 1, JANSAN Supplies Quote Sheet.
- 5.6.3. It is anticipated that in the vast majority of situations authorized ordering officials shall pay with the GSA SmartPay card and issue transactions via DoD EMALL or GSA *Advantage!*®. The Contractor shall accept all ordering methods and payment methods, including purchase orders, convenience checks, and cash.
- 5.6.4. Contractor shall agree to accept the GSA SmartPay card as a method of payment for orders under the BPA. Payment via the GSA SmartPay card shall automatically trigger BPA pricing, without separate request, regardless of the sales channel. The cardholder shall not be required to ask for the discount, reference a BPA or contract number, and also shall not be required to sign up for a loyalty card program.
- 5.6.5. GSA SmartPay card holders in the 48 contiguous United States, Alaska, Hawaii, Puerto Rico, and international locations may use the BPA for the purchase of JANSAN supplies.
- 5.6.6. The Contractor shall provide the Contracting Officer, Project/Program Officer, or designees with a primary and alternate point of contact (POC) within 3 to 4 business days after establishment the BPA. The Contractor shall provide updated information for POC/alternate as changes occur.
- 5.6.7. Within 10 business days after establishment of the BPA, the Contractor must submit an electronic format of its most current printed full-line catalog reflecting BPA-awarded pricing (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designee(s).
- 5.6.8. The Government reserves the right to cancel a BPA at any time if it is no longer needed, no longer represents competitive pricing, does not provide adequate service (e.g., delivery, billing, AbilityOne substitutions, item quality), or the BPA holder is otherwise not in compliance with the BPA terms and conditions. The Contractor shall notify the Contracting Officer and Agency Project Officer(s) no less than 60 days prior to the expiration of the Contractor's Federal Supply Schedule contracts. The BPA's period of performance will not extend beyond the expiration date of the Contractor's Federal Supply Schedule contracts.

5.6.9. The terms and conditions of this BPA shall apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of the BPA and the Contractor's packing slip, the provisions of this BPA will take precedence.

5.6.10. All terms and conditions of the Contractor's awarded Federal Supply Schedule 51 V, 73 and 75 contracts shall apply to the BPA and orders issued against the BPA by participating agencies. The terms and conditions of the Contractor's Federal Supply Schedule 51 V, 73 and 75 contracts shall prevail over the BPA and all orders, except to the extent that lower prices in the established BPA shall take precedence over higher prices in the Contractor's Federal Supply Schedule 51 V, 73 and 75 contracts. Additionally, delivery terms in the BPA are applicable to BPA orders.

5.6.11. The Government reserves the right to reopen this RFQ in order to establish additional BPAs if the GSA Contracting Officer determines it to be in the best interest of the Government to increase competition, support socio-economic goals, or to achieve other Government interests or requirements.

5.7. Ordering Requirements & Procedures

5.7.1. Order Placement

Order placement via telephone, fax, e-mail, in-person, or Contractor-operated website shall be accepted. It is anticipated that the vast majority of orders will be through DoD EMALL and GSA Advantage!®.

5.7.2. Order Responsiveness

For orders placed electronically, the Contractor shall provide the following:

- Electronic acknowledgement within 8 hours to the customer that the order was received;
- Electronic acknowledgement within 8 hours of the order being shipped;
- Electronic acknowledgement of credit returns or refunds within 48 hours; and
- Out-of-stock/backorder notification within 24 hours with follow-up telling customer when item will be available

5.7.3. Partial Orders – Fill or Kill

Fill or Kill applies at the line-item level, not at the order level. The Contractor must:

- Notify the cardholder or Government employee/purchaser placing the order if there are any problems filling an order;
- Provide any anticipated wait time; and
- Allow the customer to cancel that item or wait for the later delivery.

Notification and agreement with the customer must be in writing or through the ordering portal. The Contractor will automatically deliver items available and notify customers within 24 hours of order placement when a back-ordered item can be delivered. Customers will determine if they wish to wait for the back-ordered item or

order from another BPA holder. If no response is received from the customer within 24 hours of notification of a back-ordered item's delivery estimate, the Contractor shall default to "Kill" for the line item.

5.7.4. Damaged Goods

Damaged goods are the Contractor's responsibility and liability. If ordered items are received in damaged condition, the Contractor must replace items within 3 business days after receipt of notification of damage, at the Contractor's expense. The delivery of replaced items must adhere to the delivery timeframes specified in the original order.

The Contractor must provide a returned merchandise authorization (RMA) and prepaid shipping label with each replacement order. The cardholder or Government employee/purchaser will document damage on shipping documents.

5.7.5. Order Tracking

The Contractor shall maintain an order tracking system that permits the Government to ascertain the location of an order between the time the order leaves the Contractor's facility and delivery and acceptance at destination. The Contractor shall report order status through GSA *Advantage!*®, DoD EMALL, or the agency-specific portal for orders placed through these sites.

5.7.6. Order Minimum

The established minimum order amount shall be \$100.00. Express shipping fees, inside delivery fees, or secured delivery fees do not apply to the minimum order amount.

5.7.7. Other ordering information

The following terms shall apply:

- Agencies may follow different processes to determine which BPA holder(s) to use, based on their goals and program objectives. For example, some agencies may want to use a combination of a requisition based solution, a 4PL solution, and a purchase card based solution.
- Agencies may directly place orders for less than \$3,000;
- Agencies should comparatively price the core-items list from all Contractors within the applicable pool for orders of more than \$3,000;
- Agencies are required to request price reduction and seek further competition among the established FSSI JANSAN BPA holders for unusual, unique, and high-dollar-value purchases, and are strongly encouraged to use either GSA's E-Buy system or a reverse auction to do so.

5.8. Billing and Payment Requirements

5.8.1. Acceptance of Government Purchase Cards

Contractors are required to accept the GSA SmartPay card and purchase orders for orders against the BPA. Personnel who provide a valid GSA SmartPay card with the appropriate agency prefixes are authorized.

The Contractor shall charge the GSA SmartPay card holder only upon 100 percent fulfillment of an order, excluding any agreed to back-ordered items. The Contractor shall charge the GSA SmartPay card only once per order, regardless of the number of shipments, except agreed to back-ordered items may be charged separately upon order fulfillment.

When a GSA SmartPay card is not used, the Contractor must restrict purchases to the Agency Project Officer or his/her designated purchasing official.

5.8.2. Invoice Request

The Contractor shall automatically send an electronic copy of the invoice to the cardholder or Government employee/purchaser.

5.8.3. Issue One Invoice

The Contractor shall issue one detailed invoice to the buyer for the total amount of an order regardless of the number of partial shipments. No split invoices are authorized.

5.8.4. Tax Exemption

The Contractor must provide tax exemption, where applicable, for all purchases covered under the BPA in accordance with FAR 52.229-3, Federal, State, and Local Taxes. The FSSI JANSAN Program Office will provide agency tax-exempt certificates to BPA holders upon request.

5.9. Delivery Requirements

5.9.1. Delivery

Except when otherwise specified in the order, all orders shall be delivered via ground within the contiguous United States, within 3 to 4 business days after receipt of order (see Attachment 1, JANSAN Supplies Quote Sheet).

5.9.2. Freight on Board (FOB) Destination

The Contractor must ensure delivery to locations specified by the purchasing agency, including to specific offices or rooms inside large Government buildings or facilities, FOB destination.

5.9.3. Packing Slip

The Contractor shall prepare a packing slip for each order placed under the BPA and provide it with the order. The Contractor shall ensure the delivery ticket or packing slip contains the following minimum information:

- Name of BPA Contractor;

- BPA contract number, order, or call number;
- Name of cardholder or Government employee/purchaser and activity address;
- Date of purchase;
- Itemized list of supplies shipped, including total cost of the order;
- Manufacturer's part numbers;
- Model number or National Stock Number (NSN); and
- Quantity, unit price, and total cost of each item shipped.

The name of the cardholder or Government employee/purchaser and the agency name shall appear in all "ship-to" address blocks of packing slips and invoices.

5.9.4. Returns

The Contractor shall allow the Government to return items in the original packaging and in sellable condition up to 30 days from the date the item was delivered. The Contractor shall provide a full refund, less any applicable restocking fee, for such items within 30 days of receipt of the returned item.

5.9.5. Restocking fees

The Contractor may assess a restocking fee in accordance with the established schedule restocking fee amount, however capped at no more than 10 percent of the item cost when the Contractor incurs additional costs due to customer ordering error. There shall be no restocking fees when the item is returned due to item condition or Contractor error.

5.9.6. Reliability

The Contractor must maintain a 98 percent on-time delivery record. On a rolling 90-day basis, delivery must occur within the required timeframes for at least 98 percent of orders placed during the period.

The 98 percent on-time delivery baseline will not include any items for which the Contractor has notified the customer of stock outages or delivery problems at time of order placement.

5.10. Deliverables

5.10.1. The Contractor shall provide, at no cost to the Government, BPA-related performance metrics and measures on the 15th of each month.

5.10.2. Within 5 business days of BPA establishment, and of any modifications to BPA items or pricing, the Contractor shall upload the BPA catalog to DoD EMALL and GSA *Advantage!*® reflecting awarded prices. As a condition of placing orders, agencies also may require the Contractor to upload the BPA catalog to other portals.

5.10.3. The Contractor shall provide the Contracting Officer, Project/Program Officer, or designee(s) with a primary and alternate POC within 3 to 4 business days

after establishment the BPA. The Contractor shall provide updated information for POC/alternate as changes occur.

5.10.4. The Contractor must ensure its catalog contains pictures of all products. The catalog is to be completed within 30 days of BPA establishment and any BPA modification(s).

5.10.5. Within 10 business days of BPA establishment, the Contractor must submit its most current full-line catalog reflecting BPA established pricing catalog in electronic format (Microsoft Excel spreadsheet) to the Contracting Officer, Project/Program Officer, or designees.

5.10 .6. Remittance of the IFF portion (.0075) of the Program Funding Fee shall be done in accordance with the underlying Federal Supply Schedule 51 V, 73 and 75 contracts. Remittance instructions for the Administrative Service Fee portion (.0125) of the Program Funding Fee will be provided to the Contractor within 60 days of BPA establishment by the Contracting Officer or designee. The Government reserves the unilateral right to change such instructions from time to time at no additional cost, following notification to the Contractor.

The following schedule of deliverables will be used by the GSA Contracting Officer's Representative to monitor timely progress of the established BPA. All references to days are workdays; the abbreviation NLT stands for no later than. When the due date is a non-work day, the deliverable is due by the next work day.

Milestone/Deliverable	Action Provided From	Planned Completion Date
Kickoff Meeting	Contractor /Government	NLT 5 days after date of BPA establishment
Management Report (5.5.1)	Contractor	Monthly; due on 15 th of each month
Usage Report (5.5.2)	Contractor	Quarterly; due on 15 th of the first month of the quarter
Performance Metrics Report (5.5.3)	Contractor	Monthly; due on 15 th of each month
Operational Point-of-Sale Requirements	Contractor	30 days after date of BPA establishment
Report uploaded to website designated by the Contracting Officer (5.5.2)	Contractor	Within 30 days of notification to migrate reports to website
Catalog on GSA <i>Advantage!</i> ®, DoD EMALL, and BPA holder's online catalog (5.10.2)	Contractor	5 days after date of BPA establishment
Primary and alternate POC (5.6.6)	Contractor	3 to 4 business days after date of
Pictures on GSA <i>Advantage!</i> ® and DoD EMALL (5.10.4)	Contractor	30 days after date of BPA establishment

Remittance instructions provided by GSA for Administrative Services Fee (5.4.2)	Government	60 days after date of BPA establishment
---	------------	---

6. Government Administration Considerations and Responsibilities

- 6.1. The Contracting Officer is the sole point of contact for this requirement during the solicitation. Address any questions or concerns you may have to Jo Ann Stanley, Contracting Officer and Stephen Nieswiadomy, Contracting Officer. Written requests for clarification may be sent to Mrs. Stanley and Mr. Nieswiadomy at the following email addresses:

Jo Ann Stanley
General Services Administration
Federal Acquisition Service (FAS)
Greater Southwest Acquisition Center
E-mail: joann.stanley@gsa.gov

Stephen Nieswiadomy
General Services Administration
Federal Acquisition Service (FAS)
Greater Southwest Acquisition Center
E-mail: stephen.nieswiadomy@gsa.gov

- 6.2. Agencies shall have the option of designating a central Agency Project Officer (APO) to perform certain administration functions within the scope of the BPA, and to address and resolve issues specific to the ordering agency. The APO also is responsible for final inspection and acceptance of all reports and other responsibilities as may be specified in the BPA. The APO is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The APO does not have authority to alter the Contractor's obligations or to change the BPA specifications, pricing, terms, or conditions. If, as a result of technical discussions, it is desirable to modify the BPA requirements and/or terms and conditions, changes will be issued in writing and signed by the Contracting Officer. Any disputes arising from any awards against established BPAs that remain unresolved shall be subject to resolution in accordance with FAR 8.406-6, Disputes, and under the terms and conditions of the respective Contractor's Federal Supply Schedule 51 V , 73 and 75 contracts.
- 6.3. Assignment of APOs for this BPA may be changed at any time by the Government without prior notice to the Contractor. However, the Contractor will be notified of the change in writing.

7.0 Methodology for Evaluation and Basis for BPA Establishment

The decision to establish the number of BPAs required within each Pool will be based on the lowest priced quotes among the eligible contractors providing technically acceptable quotes. Quotations will be evaluated on the basis of Technical, Socioeconomic Status, and Price Factors.

In each pool, there will be 3 BPAs established under this RFQ and Market Basket. Out of the 3 BPAs established in each pool, some of the BPAs will be set-aside in accordance with the table shown below.

Pool Number	Number of BPAs	Number Set-Aside for Small Business	Number set aside for SDVOSB (subset)
1	3	2	1
2	3	2	1
3	3	2	1
4	3	1	
5	3	1	

7.1. General Instructions for Quotation Submission

Contractors are to recertify their size status on the cover sheet of their quotation.

7.1.1 Format Submission

In order to effectively and equitably evaluate all quotations, the Contracting Officer must receive information sufficiently detailed to clearly address submission requirements as outlined below. Quotations sought by this solicitation shall be contained on a standard CD or DVD, and divided into two tabs as follows:

- **Tab I – Technical Quotation**
Written technical quotation to address the Go/No Go factors (see subsection 7.1.2. Quote Closing Date and Time) and include Attachment 4, Cover Page.
- **Tab II – Price Quotation**
Pricing information to include the quotation bid schedule as provided in Attachment 1, JANSAN Supplies Quote Sheet.

7.1.1.1. Contractor shall submit quotes in soft copy format.

- **Soft copy instructions:** The Contractor shall submit full quotation in electronic format on a standard CD or DVD. All media shall be write-protected, and no file shall be password protected. The Contractor shall submit quotation using appropriate Microsoft Office 2003 (or newer version) applications. The CD or DVD shall include the Contractor's name, the solicitation number, and the Disk Number (e.g., 1 of 3) on the label. The Contractor must submit two (2) CDs or DVDs.

7.1.1.2. Within each Section, the quotation pages shall be sequentially numbered. Information shall NOT deviate from Government provided format and shall be double-spaced. The printed letters shall be 12 point (Times New Roman recommended) and three lines per linear inch or equivalent as the minimum size standard. No reduction is permitted except for organization charts or other graphic illustrations. The Contractor shall ensure the print is easily readable. Double spacing is not required for information in tables/graphics. The Contractor shall not use charts, tables, or graphics to subvert the page limits. Each page shall have a 1 inch margin on all four sides. Header and footer information, which shall not be evaluated, may be included in the 1 inch margin space.

7.1.1.3. Tab I – Technical Quotation shall be page limited as follows. An introduction to the Technical Quotation may be provided but will not be evaluated.

- Pages shall not be traded, that is, if the response to a section is less than the maximum allowed, the pages of another section shall not be increased to compensate.
- Blank sides and section dividers are not included in the page count.
- Information submitted on any pages beyond the page limitation shall not be reviewed or evaluated.

The Government reserves the right to verify and/or follow-up on any of the information presented in the quotation.

7.1.2. *Quote Due Date and Time*

The following are the items to be submitted and their respective delivery dates.

Deliverable	No later than	Date
Tab I – Technical Quotation	3:00 PM EDT	July XX, 2013
Tab II – Price Quotation	3:00 PM EDT	July XX, 2013

7.1.3. Submission of a quote must be executed by a representative of the Contractor authorized to commit the Contractor to contractual obligations.

7.1.4. Contractor is expected to examine this entire RFQ document. Failure to do so will be at individual Contractor's risk.

7.1.5. Contractor shall furnish all information as called out by this RFQ.

7.1.6. The Government may establish BPAs without discussion based on initial quotes received. Accordingly, each initial quote should be submitted in as complete a form as possible and without exception to any provision.

7.1.7. The Government will not pay any Contractor for quotation preparation.

7.1.8. Contractor shall provide the authorization letter from AbilityOne with offer.

7.1.9. The Contractor shall agree to hold submitted quotes for no less than 60 days.

7.2. *Evaluation Criteria*

Method of BPA establishment: Quotations under this solicitation will be evaluated for technical compliance, as specified in the RFQ solicitation, against the evaluation criteria to determine the greatest overall benefit to the Government. The Government will evaluate technical and price information contained in the quotations and, if necessary, information obtained by the Government.

7.2.1. *Technical/Quality Evaluation and General Rating System*

The Government will perform an in-depth review of the quotes. The Evaluation Team will rate each evaluation factor for each quote against the specified evaluation criteria in the solicitation. The Evaluation Team will not compare technical quotations against each other.

The evaluation process will consist of the quotation compliance review, the technical review, and the price evaluation. The decision will be made on the basis of an assessment of the evaluation results as a whole, in accordance with the RFQ requirements.

The quotation compliance review consists of an initial check of a quote by the Contracting Division against the RFQ requirements. This review may eliminate quotes that fail to provide all required information and documents in the format and detail specified. This review is to ensure that all required forms and certifications are complete.

The following adjectival rating scheme ratings system shall be employed to evaluate the factors proposed:

- Acceptable (Go). Meets all requirements. Quote is relevant and clear.
- Not Acceptable (No Go). The approach provided is significantly deficient in content/description of solution and/or does not meet the requirements.
- Neutral (N). Applicable only to quote(s) with no past performance or socioeconomic status.
- All eligible firms found technically acceptable will be evaluated for pricing, per the procedures in Paragraph 7.2.2., Pricing, Attachment 1, JANSAN Supplies Quote Sheet, is the "bid sheet" for this requirement.
- The Contractor must insert the specific model number quoted, USING EITHER THE STANDARD WHOLESALE OR MANUFACTURER PART NUMBER, the

schedule price, and the BPA price. Every single item must be quoted with a qualifying product. Failure to bid an item, and/or failure to specify standard wholesaler or manufacturer part numbers may result in the rejection of the quotation.

- The Contractor must complete the aggregate discounts offered.
- For each pool, this information will trigger several calculations.
 1. One, the spreadsheet will multiply the per unit market basket price by the historic purchased quantity, to calculate an extended price.
 2. Two, all of the extended prices in the pool will be summed.
 3. Three, the following discount formula will be applied based on the volume discount offered.

The formula is provided in Attachment 1, JANSAN Supplies Quote Sheet.

4. Four, the inputs will result in a “category” discount. This category discount applies to all.
- NON-MARKET BASKET items found in the Contractor’s schedule contract which are within the scope of this program may be offered as part of the Contractor’s catalog. The Contractor shall enter the word “YES” to confirm that they are offering this category discount to all non-market basket items within the pool.
 - Except for the category discount, this calculation results in the “market basket bid.”

GSA may then allow revised pricing submittals. If the Government chooses to allow revised pricing submissions, it may publish the lowest Contractor offered pricing information to all Contractors within a pool, with the aim of aiding Contractors in more effectively revising their quotations by having the ability to directly compare their own prices against the best pricing offered in the previous round of revised pricing submissions. If the Contracting Officer determines that it is in the best interest of the Government to supply the current best price offerings prior to establishment of the BPAs, the best offered price information will be provided in the form of a single, non-attributable “best total market basket value” figure. No additional quotation information regarding the best total market basket value (such as specific items proposed, individual item pricing, name of Contractor offering best value, etc.) will be provided beyond the single calculated dollar figure. Contractors should anticipate such re-pricing events having a very short window, (e.g. well less than 1 day).

GSA may conduct additional rounds of repricing, and will call a halt to this process once it no longer sees meaningful changes in the pricing received.

There will be no formal call for final pricing revisions.

GSA intends to establish the discrete number of BPAs, as described under Pool Description, below. However, the Government reserves the right to establish additional BPAs at the outset or may reopen the RFQ at any time in the future during the life span of the BPAs to establish additional BPAs within any or all of the Pools, if determined by the GSA Contracting Officer to be in the Government's best interest.

TECHNICAL QUOTATION GO/NO GO FACTORS:

Technical quotations will first be evaluated on the following sub-factors to determine if they are technically acceptable. Only the quotes found to be technically acceptable on all technical sub-factors will qualify for the price evaluation phase. Contractors may submit quotes in all five (5) Pools, if they meet the qualifications for the Pool for which the quote is submitted.

The quotes will be reviewed to determine if they are technically acceptable. If the quote receives a Go on the first technical review it will move to the lowest price, technically acceptable phase. Quotes that receive a No Go rating will move to the second technical review. If the quote receives a Go on the second review it will move to the lowest price, technically acceptable phase. However, if the Contractor fails to meet both technical reviews, the Contractor's quote will receive a No Go rating and will be rejected and no longer considered for a BPA.

The Contractor must meet the following Go/No Go requirements:

(1) **AbilityOne-certified Contractor:** The Contractor shall provide evidence that they are AbilityOne certified. Such data may be verified with AbilityOne. GSA will look for specific evidence that the Contractor is currently AbilityOne certified. Contractors not demonstrating that they are AbilityOne authorized resellers will be receive a No Go rating. One page maximum.

(2) **Demonstrated ability to meet all environmentally preferable requirements:** The Contractor shall provide evidence that they have met all environmentally preferable requirements as outlined in Section 7.105(b)(16), Environmental and Energy Conservation Objectives and Requirements. If the Contractor is unable to provide sufficient narrative evidence that they comply with all environmentally preferable requirements they receive a No Go rating. Three page maximum.

(3) **Demonstrated ability to provide 100 percent core Market Basket vs. non Market Basket items per pool:** The Contractor shall supply evidence that they can provide 100 percent of the Market Basket vs. non Market Basket items on GSA *Advantage!*® and/or the published catalog. For Contractors quoting 100 percent full core-items list products, GSA will perform random sample verification, based on the correct wholesaler or manufacturer part numbers, to ensure the products offered meet the descriptions and environmental attributes, are TAA and ETS requirement compliant, and are on the Contractor's Federal Supply Schedule 51V, 73 and 75 contracts. Proposal of items that do not meet the core item descriptions and all regulatory requirements specified in the RFQ shall result in a quote receiving a No Go rating. (Attachment 1)

(4) **Demonstrated ability to provide order status to GSA *Advantage!*®:** The Contractor shall

demonstrate that they have the ability to provide order status and tracking capabilities through GSA *Advantage!*® The Contractor must have up to date contact information and the narrative response must be detailed enough to reflect that they are very familiar with GSA *Advantage!*® and are able to use this system to provide order status and tracking for Federal customer agencies or the quote will receive a No Go rating. One page maximum.

(5) Realistic plan of accomplishment to provide point of sale discount for all BPA orders:

The Contractor shall provide a plan of accomplishment to provide point of sale discount within 30 days of BPA establishment. GSA will look for clear actionable milestones and controls that the date will be met. In evaluating the plan of accomplishment to provide a point of sale discount within 30 days of BPA establishment, GSA will look either for evidence that the Contractor is already providing a point of sale discount, or for clear actionable milestones and controls that assure the date will be met. If the Contractor's response does not include this information they will receive a No Go rating. Three pages maximum.

(6) Agency-defined reports at no additional cost: The Contractor shall agree to provide agency-specific reports at no additional cost by providing a narrative explanation. If the Contractor does not provide a narrative agreeing to this factor they will receive a No Go rating. One page maximum.

(7) Standard delivery anywhere CONUS within 3 to 4 business days: The Contractor shall provide a narrative discussion concerning how it will provide 3 to 4 business day ground transportation within CONUS to ensure it is a realistic approach. If the Contractor does not submit evidence that they can provide ground delivery within 3 to 4 business days they will receive a No Go rating. One page maximum.

(8) OCONUS Delivery: Demonstrate ability to recognize orders ultimately bound for overseas and ability to comply with marking, packing, and labeling requirements. In evaluating overseas capability, GSA is first looking for information confirming that the Contractor recognizes which orders are bound for overseas delivery (i.e., those orders going to a DOD consolidation point). Second, GSA is looking for information to show the Contractor recognizes that such orders have unique marking, packing and labeling requirements, and that the Contractor can meet such a requirement. A sample overseas label, would be a good example of meeting this requirement. If the Contractor does not provide evidence that they can recognize orders ultimately bound for overseas and the ability to comply with marking, packing, and labeling requirements, they will receive a No Go rating. Three pages maximum.

(9) Demonstrated Level III transaction data at the line-item level: *capability of reporting:*

See section 5.3.4. in the RFQ for the list of requirements: The Contractor shall demonstrate the capability to provide Level III transaction data. In evaluating the Contractor's ability to provide Level III transaction data, GSA will look for supporting documentation from the Contractor's order processor (e.g., merchant bank) or for sample reports showing that Level III data is already being provided. If the Contractor does not demonstrate their capability to provide Level III transaction data they will receive a No Go rating. Three pages maximum.

(10) Demonstrated ability to offer Fill or Kill status: The Contractor shall supply evidence of

a clear understanding of the requirement for Fill or Kill at the line-item level. If a narrative is provided that does not demonstrate clear understanding of this requirement the Contractor will receive a No Go rating. One page maximum.

(12) 552-203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law: The contractor shall certify (Attachment 5) that they do not have any past Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law. Failure to provide a complete copy of this document will result in a No Go rating. (Attachment 5)

(13) Trade Agreement Act (TAA) compliant: The Contractor shall provide a written statement declaring assurances that the item(s) are TAA compliant. If the Contractor fails to provide this documentation concerning their TAA compliance the quote will result in a No Go rating. One page maximum.

(14) Past Performance: Past performance will be determined through review of the System for Award Management (SAM), as well as the Federal Awardee Performance and Integrity Information System (FAPIS), Past Performance Information Retrieve System (PPIRS), ACO Report Cards, and other data obtained from other sources that are considered accurate and relevant. Reports will be retrieved by each contractor's DUNS. Assessment reports covering the previous three (3) years from the RFQ closing date, with the NAICS Codes for each pool will be evaluated. The following PPIRS rated categories will also be reviewed: Quality of Products and Delivery Schedule.

If it is determined through the review of the SAM, FAPIS, PPIRS, FSS Online assessment reports, ACO Report Cards, or other data that a Contractor has more than two (2) poor and/or unsatisfactory rating in any of the above mentioned categories they will receive a No Go rating. In situations where the Contractor does not have record of past performance or if GSA has no information the Contractor will receive a neutral rating.

(15) Subcontracting Plan Requirement: Large businesses only must submit a Subcontracting Plan with goals greater than those under their existing Federal Supply Schedule 51 V , 73 and 75 contracts. In addition a copy of the current approved subcontracting plan must also be provided with the quotation. Failure to provide the current subcontracting plan and the proposed subcontracting plan with goals that exceed their schedule plan will receive a No Go rating. (Attachment 10)

7.2.2 Price

Price will be evaluated lowest price, technically acceptable.

The JANSAN Purchasing Base Pool Descriptions are as follows:

Pool One: Cleaning Compounds & Related Dispensers

The Cleaning Compounds & Related Dispensers pool includes both cleaning compounds used to sanitize and disinfect bathrooms, kitchens, office surfaces and hospitals as well as personal sanitation products. The pool includes but is not limited to disinfectants, degreasers, glass

cleaner, laundry detergents, dish detergents, bleach, hand soap, aerosol fresheners, surface protection supplies and the related dispensers for these items. The Cleaning Compounds & Related Dispensers pool is estimated to account for 30-35% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Two: Non-motorized Cleaning Equipment and Waste Collection Supplies

The Non-motorized Cleaning Equipment and Waste Collection Supplies pool includes both non-motorized items used to perform the physical cleaning of spaces as well as the receptacles and bags used to collect trash. Examples of these products include but are not limited to brooms, mops, dustpans, mop buckets, disinfectant wipes, dusting cloths, scouring pads, sponges, indoor and outdoor trash receptacles and trash bags of all sizes. The Non-motorized Cleaning Equipment and Waste Collection Supplies pool is estimated to account for 30-35% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Three: Paper Products and Related Dispensers.

The Paper Products and Related Dispenser pool includes disposable paper items used for personal sanitation and cleaning up minor messes. This pool includes but is not limited to toilet paper, paper towels, facial tissue and related dispensers. The Paper Products and Related Dispensers pool is estimated to account for 25-30% of the overall JANSAN spend. This pool will consist of three awards. Of these, one (1) will be unrestricted and two (2) will be totally set-aside for small business. Further, one (1) of the set-asides will be designated for the lowest priced technically acceptable Service Disabled Veteran Owned Small Business.

Pool Four: Motorized Floor Cleaning Equipment.

The Motorized Floor Cleaning Equipment pool includes motorized equipment used to clean floor surfaces, both carpeted and non-carpeted and includes but is not limited to upright vacuum cleaners, wet/dry vacuum cleaners, carpet cleaners, floor buffers, floor polishers and floor burnishers. The Motorized Floor Cleaning Equipment pool is estimated to account for 5-10% of the overall JANSAN spend. This pool will consist of three awards. Of these, two (2) will be unrestricted and one (1) will be set-aside for a small business concern.

Pool Five: Motorized Laundry Cleaning Equipment.

The Motorized Laundry Cleaning Equipment pool includes washing machines and dryers for cleaning clothes and linens and includes but is not limited to front and top load washers and dryers both coin and non-coin operated. The Motorized Laundry Cleaning Equipment pool is estimated to account for 1-3% of the overall JANSAN spend. This pool will consist of three awards. Of these, two (2) will be unrestricted and one (1) will be set-aside for a small business concern.

7.2.3. Price Quotation Evaluation.

The Government will analyze submitted price quotes and evaluate prices as called out in Attachment 1, JANSAN Supplies Quote Sheet, and as discussed in Paragraph 7, Methodology for Evaluation and Basis for BPA Establishment. However, the Government is not obligated to conduct discussions and may eliminate a Contractor from consideration or establishment of a BPA without discussions if appropriate.

Note: All price quotes for items listed in Attachment 1, JANSAN Supplies Quote Sheet, must be on the Contractor's Federal Supply Schedule 51V ,73 or 75 contracts prior to quotation due date and time.

For purposes of price evaluation, GSA will calculate the expected market basket cost of each offer using the proposed pricing and estimated aggregate levels of the core-items listed within each pool.

Pricing for non-core-items will be established based on the category discount model discussed under Paragraph 7.2.1., Technical/Quality Evaluation and General Rating System. Discount levels for these items will be automatically calculated to be equal to the Contractor's average discount (percentage off MAS prices) by category on the core-items list. See Attachment 1, JANSAN Supplies Quote Sheet, for more information on how these discounts will be calculated.

GSA will not separately evaluate option-year pricing. Option-year pricing will be based on the Contractor's Federal Supply Schedule 51V, 73 and 75 contract pricing as set forth in this RFQ, except as limited by paragraph 5.3.2, Price Adjustments.

Prices for express delivery and delivery to OCONUS locations will be evaluated for price reasonableness only.

8. Attachments/Exhibits

- Attachment 1: JANSAN Supplies Quote Sheet
- Attachment 2: Participating Agencies' Spend
- Attachment 3: JANSAN Supplies Definition
- Attachment 4: Cover Page
- Attachment 5: 552.203-72, Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction Under Any Federal Law (DEVIATION)(APR 2012)
- Attachment 6: EPP Product Criteria
- Attachment 7: Specific Agency Commitments
- Attachment 8: Current BPA Prices to Beat
- Attachment 9: Performance Requirement Summary
- Attachment 10: Subcontracting Plan Template (Large Businesses Only)

9. Federal Acquisition Regulation (48 CFR Chapter 1) Solicitation Clauses

<i>Clause No</i>	<i>Clause Title</i>	<i>Date</i>
------------------	---------------------	-------------

Provisions and clauses incorporated by reference:

Provisions

552.233-70 Protests Filed Directly with the General Services Administration (Mar 2000)

Clauses

52.204-2	Security Requirements	(Aug 1996)
52.204-9	Personal Identity Verification of Contractor Personnel	(Sep 2007)
52.217-9	Option to Extend the Terms of the Contract (fill-in date: 365 days after BPA establishment)	(Mar 2000)
252.201-7000	Contracting Officer's Representative	(Dec 1991)

ATTACHMENT 1 – SEE EXCEL SPREADSHEET

DRAFT

ATTACHMENT 2 – PARTICIPATING AGENCIES’ SPEND

Table 1: FSSI Office Supplies Participating Agencies and Spend¹

Agency	Estimated Annual JanSan Spend in Millions (\$)
Department of Defense	\$437.2
Department of Veterans Affairs	\$56.8
Health & Human Services	\$4.2
Department of Energy	\$0.8
General Services Administration	\$20.5
TOTAL	\$519.5

Note: This is only a small sampling of the Federal Agencies that will participate; other Agencies are expected to participate. Actual federal spend through the BPA is estimated to exceed this amount.

ATTACHMENT 3 - JANSAN SUPPLIES DEFINITION

Table 2: JanSan Supplies Definition

JanSan Supplies Category	JanSan Supplies Subcategories	Definition
Cleaning Compounds and Related Dispensers	Cleaning Compounds include both cleaning compounds used to sanitize and disinfect bathrooms, kitchens, office surfaces, and hospitals, as well as personal sanitation products used to shower and wash hands.	Disinfectants, degreasers, glass cleaner, laundry detergents, dish detergents, bleach, hand soap, hand sanitizer.
	Related Dispensers	Dispensers for soap, sanitizers.
Non-Motorized Cleaning Equipment and Waste Collection Supplies	Non-Motorized Cleaning Equipment	Brooms, mops, dustpans, mop buckets, disinfectant wipes, dusting cloths, scouring pads, sponges,
	Waste Collection	Indoor and outdoor trash receptacles and trash bags.
Paper Products and Related Dispensers	Disposable paper items used for personal sanitation and cleaning	Toilet paper, paper towels, facial tissues, seat liners.
	Related dispensers	Dispensers for seat liners, tissue.
Motorized Floor Cleaning Equipment	Motorized equipment used to clean floor surfaces, both carpeted and non-carpeted.	Upright Vacuum cleaners, wet/dry vacuum cleaners, carpet cleaners, floor buffers, floor polishers and floor burnishers.
Motorized Laundry Cleaning Equipment	Washing machines and dryers for cleaning clothing and linens.	Front load washers and dryers (both coin and non-coin operated), top load washer and dryers (both coin and non-coin operated)

ATTACHMENT 4 – COVER PAGE

Vital Statistics

1. Pool offered:
2. Years in business:
3. Ownership structure:
4. Business size:
5. Annual revenue (total for most recent three fiscal years):
6. Total number of employees:
7. Total number of locations:
8. Website address:
9. Is your company publicly traded? If yes, what is the ticker symbol? _____

Socioeconomic Overview

10. Please indicate (with yes/no) whether your company is classified as:
 - Small Business (SB)
 - Small disadvantaged business (SDB)
 - 8a certified small business
 - HUBZone small business (HUBZ)
 - Woman-owned small business (WOSB)
 - Service-Disabled Veteran-Owned small business (SDVOSB)
 - Veteran-owned small business (VOSB)

Operations Overview

11. Does your company own distribution assets? If yes, please describe.
12. Does your company carry inventory? If yes, please list your inventory locations.
13. Please list the primary geographic areas served (cities/states/regions).
14. Please provide the number of current customers served annually.
15. Please provide the number of orders filled annually and the average number of lines on each order.
16. Please provide the dollar value of the average order.

Sales Overview

17. Total revenue percentage from:
 - a. Federal Government _____ %
 - b. State Government _____ %
 - c. Local Government _____ %
18. Please list the Government agencies you currently supply and the percentage of current revenues each agency represents.
19. Please list the 5 largest OEMs your company resells.

Company	% of 2012 Revenue

20. Please list your 3 primary competitors in JanSan supplies.

Financial Overview

Please provide the following income statement data for Year 2012, or the most recent full year of reported financial performance:

Financial Data for Year _____	(\$M)	(% of Revenue)
Revenues		100%
Cost of goods sold		
Operating costs, including depreciation and amortization		
Operating income		
Interest expense		
Taxes		
Net income		

ATTACHMENT 5

GSA Class Deviation — Prohibition Against Contracting with Corporations that have an Unpaid Delinquent Federal Tax Liability or a Felony Conviction Under Federal Law

As required by this Acquisition Letter, insert the following representation:

552.203-72 Representation by Corporations Regarding an Unpaid Delinquent Federal Tax Liability or a Felony Conviction under any Federal Law (DEVIATION) (APR 2012)

(a) In accordance with Sections 630 and 631 of Division of the Consolidated Appropriations Act, 2012 (Pub. L. 112-74), none of the funds made available by that Act may be used to enter into a contract action with any corporation that--

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government, or

(2) Was convicted, or had an officer or agent of such corporation acting on behalf of the corporation convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation or such officer or agent and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Contractor represents that--

(1) It is ☐ is not ☐ a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

(2) It is ☐ is not ☐ a corporation that was convicted, or had an officer or agent of the corporation acting on behalf of the corporation, convicted of a felony criminal violation under any Federal law within the preceding 24 months.

(End of Provision)

ATTACHMENT 6 – EPP Product Criteria

Table 3: EPP Product-Specific Criteria

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
1. Cut-sheet and continuous-fold papers	Copy Paper	2 of 3 parts of EPA's paper policy	50% post-consumer recycled content chlorine free
2. Other paper products	<i>Commercial/industrial sanitary tissue products</i>		
	Bathroom tissue	CPG	20%-100% recovered content, 20%-60% post-consumer content
	Paper towels	CPG	40%-100% recovered content, 40%-60% post-consumer content
	Paper napkins	CPG	30%-100% recovered content, 30%-60% post-consumer content
	Facial tissue	CPG	10%-100% recovered content, 10%-15% post-consumer content
	General purpose industrial wipers	CPG	40%-100% recovered content, 40% post-consumer content
	<i>Miscellaneous papers</i>		
	Tray liners	CPG	100% recovered content, 50%-75% post-consumer content
	Newsprint	CPG	20%-100% recovered content, 20%-85% post-consumer content
	<i>Paperboard and packaging products</i>		
	Corrugated containers	CPG	<300 psi: 25%-100% recovered content, 25%-50% post-consumer content; 300 psi: 25%-30% recovered content, 25%-30% post-consumer content
	Solid-fiber boxes	CPG	40% recovered content, 40% post-consumer content
	Folding cartons	CPG	100% recovered content, 40%-80% post-consumer content
	Industrial paperboard	CPG	100% recovered content, 45%-100% post-consumer content
	Miscellaneous	CPG	90%-100% recovered content, 75%-100% post-consumer content
	Padded mailers	CPG	5%-15% recovered content, 5%-15% post-consumer content
	Carrierboard	CPG	10%-100% recovered content, 10%-15% post-consumer content

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
2.Other paper products	Brown papers	CPG	5%-40% recovered content, 5%-20% post-consumer content
	<i>Printing and Writing Papers</i>		
	Reprographic	CPG	30% recovered content, 30% post-consumer content
	Offset	CPG	30% recovered content, 30% post-consumer content
	Tablet	CPG	30% recovered content, 30% post-consumer content
	Forms bond	CPG	30% recovered content, 30% post-consumer content
	Envelopes	CPG	Woven: 30% recovered content, 30% post-consumer content; Kraft, white, and colored: 10%-20% recovered content, 10%-20% post-consumer content; Kraft, unbleached: 10% recovered content, 10% post-consumer content
	Cotton fiber	CPG	30% recovered content, 30% post-consumer content
	Text and cover	CPG	30% recovered content, 30% post-consumer content
	Supercalendered	CPG	10% recovered content, 10% post-consumer content
	Machine-finished groundwood	CPG	10% recovered content, 10% post-consumer content
	Papeteries	CPG	30% recovered content, 30% post-consumer content
	Check safety	CPG	10% recovered content, 10% post-consumer content
	Coated	CPG	10% recovered content, 10% post-consumer content
	Carbonless	CPG	30% recovered content, 30% post-consumer content
	Dyed filing products	CPG	20%-50% recovered content, 20% post-consumer content
	Index and card stock	CPG	50% recovered content, 20% post-consumer content
	Pressboard	CPG	50% recovered content, 20% post-consumer content
	Tags and tickets	CPG	20%-50% recovered content, 20% post-consumer content
	Post-it® notes	Greenseal (no CPG guideline)	100% recycled paper, 30% post-consumer material

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
3.Tape		No guidelines	
4.Inkjet and toner cartridges	Toner cartridges	Greenseal	All cartridges tested by remanufacturer, parts removed from spent cartridges recycled, recycled content in replacement parts
5. Time management systems		Paper and binders, CPG; no specific time management system standard on EPP database	See Paper and Binders, CPG
6. Ribbons (printer)	Printer ribbons	CPG	Procure printer ribbon reinking or reloading services or procure reinked or reloaded printer ribbons
7. Binders	Plastic-covered paperboard	Greenseal	Plastic at least 25% total recycled content, paperboard at least 90% total recycled content, with 75% post-consumer. At a minimum paper bleached without elemental chlorine, but preferably paper that is free of both elemental chlorine and chlorine derivatives or unbleached.
	Paper-covered paperboard	Greenseal	90% total recycled content with at least 75% post consumer. At a minimum paper bleached without elemental chlorine, but preferably paper that is free of both elemental chlorine and chlorine derivatives or unbleached.
	Cardboard	Greenseal	100% post-consumer content. At a minimum paper bleached without elemental chlorine, but preferably paper that is free of both elemental chlorine and chlorine derivatives or unbleached.

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
7. Binders	Solid plastic	CPG	HDPE: 90% post-consumer content, 90% total recycled content;
8. Writing instruments	Pens and pencils	Greenseal	100% total recycled content, 60% post-consumer content
9. Stamps and daters	Highlighters and markers	Greenseal No Guidelines	Water base, certified AP nontoxic, conforming to ASTM D-4236 dry erase, low odor
10. Diskettes	Floppy disks	Greenseal	Recycled Recycle old disks
11. Magnetic and optical media	CDs	Greenseal	Recycle old CDs
12. ADP supplies	Category not applicable		
13. Other office products	Plastic envelopes	CPG	25% post-consumer recycled content and 25%-35% total recycled content
	Plastic trash bags	CPG	10%-100% post-consumer recycled content
	Plastic desktop accessories	CPG	25%-80% post-consumer recycled content
	Office waste receptacles	CPG	Plastic: 20%-100% post-consumer recycled content; Steel: 16% post-consumer recycled content, 25%-30% total recycled content
	Office recycling containers	CPG	Corrugated paper: 25%-50% post-consumer; 25%-50% total Solid-fiber boxes: 40% post-consumer; Industrial paperboard: 40%-80% post-consumer, 100% total
	File folders	Greenseal	100% recycled content with at least 30% post-consumer content. At a minimum paper bleached without elemental chlorine, but preferably paper that is free of both elemental chlorine and chlorine derivatives or unbleached

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
13. Other office products (continued)		Greenseal	100% recycled content with at least 50% post-consumer content. At a minimum paper bleached without elemental chlorine, but preferably paper that is free of both elemental chlorine and chlorine derivatives or unbleached. 90% post-consumer, 90% total; 50% post-consumer, 50% total; 15% post-consumer, 15%-80% total
	Clipboards	PG Plastic clipboards HDPE P.S. Misc. Plastics	90% post-consumer, 90% total 50% post-consumer, 50% total 15% post-consumer, 15-80% total
	Corrugated	CPG	25%-50% post-consumer recycled content, 25%-50% total
	Solid-fiber boxes	CPG	40% post-consumer recycled content
	Industrial paperboard	CPG	40%-80% post-consumer, 100% total
	Staples, staplers (on top 100 list)	No guidelines	
	Labels	Greenseal	50% total recycled content, 30% post-consumer
	Padded mailers	(see Envelopes)	
	Batteries	No Guidelines	
	Battery rechargers	No Guidelines	
	Correction fluid (on top 100 list)	Greenseal	Non-ozone depleting, water based, nontoxic
	Paper clips (on top 100 list)	No Guidelines	
	Transparencies (on top 100 list)	Greenseal (Canada's Environmental Choice also has a standard)	50% recycled content, 25% post-consumer
	Desk calendar (on top 100 list)	CPG	(see Paper)
13. Other office products (continued)	Letter opener (on top 100 list)	No Guidelines	

Product Categories on Core List	Products Included in This Category	EPP Standard/ Guidelines	Standard Environmental Attributes Thresholds
	Audio cassette (on top 100 list)	No Guidelines	
	Glue stick (on top 100 list)	No Guidelines	
	Plastic desktop accessories (desk organizers, sorters, trays, memo, note and pencil holders)	CPG	25%-80% post-consumer recycled content
	Printer cartridges	CPG	
	Cleaning products	Greenseal	

ATTACHMENT 7 – SPECIFIC AGENCY COMMITMENTS
(To be provided)

DRAFT

ATTACHMENT 8 – CURRENT BPA PRICES TO BEAT
(May be provided at a later date)

DRAFT

ATTACHMENT 9 - PERFORMANCE REQUIREMENT SUMMARY

<i>Reference ID</i>	<i>Requirement (Desired Outcome)</i>	<i>Performance Objective</i>	<i>Performance Standard</i>	<i>Monitoring Method</i>	<i>Incentives</i>
Subsection 5.3.6	Operational Point-of-Sale Requirements	Timeliness/	100% Compliance	Government receipt	Non- cancellation of BPA
Subsection 5.5.1	Management Report	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.5.2	Usage Report	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.5.3	Performance Metrics Report	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.6.6	Primary and alternate POC	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.6.7	Electronic version of printed full-line catalog	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.9.6	Product On- time Delivery	Timeliness/ Accuracy	98% Compliance	Buyer receipt	Non- cancellation of BPA/exercise of option
Subsection 5.10.2	Catalog on GSA Advantage!®, DoD EMALL, and BPA holder's online catalog	Timeliness/ Accuracy	100% Compliance	Government receipt	Non- cancellation of BPA/exercise of option
Subsection 5.10.4	Pictures on GSA Advantage!® and DoD EMALL (5.10.2)	Timeliness/ Accuracy	98% Compliance	Government receipt	Non- cancellation of BPA/exercise of option

ATTACHMENT 10 – SUBCONTRACTING PLAN TEMPLATE

COVER PAGE TO MODEL SUBCONTRACTING PLAN

Notice to Offerors: GSA provides this model plan as a tool. You must adapt this model plan to fit your subcontracting situation. The plan is NOT a fill-in-the-blank form and you must remove instructional language. This model does not establish minimum requirements for an acceptable plan. The model reflects objectives GSA encourages contractors to adopt. GSA expects offerors to thoroughly review the requirements set forth in FAR 19.704, Subcontracting Plan Requirements and FAR clause 52.219-9, Small Business Subcontracting Plan before submitting their subcontracting plans.

Definitions of Types of Plans:

COMMERCIAL PLAN: Covers the offeror's fiscal year and applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line.) Note that this type of plan shall relate to the offeror's planned subcontracting generally, **for both commercial and government business, rather than solely to the government contract.** Per FAR 19.704(d) and clause 52.219-9(g), this is the preferred type of plan for contractors furnishing commercial items. Once a contractor's commercial plan has been approved, the Government shall not require another subcontracting plan from the same contractor while the plan remains in effect, as long as the product or service being provided by the contractor continues to meet the definition of a commercial item. The contractor shall— (1) Submit the commercial plan to either the first contracting officer awarding a contract subject to the plan during the contractor's fiscal year, or, if the contractor has ongoing contracts with commercial plans, to the contracting officer responsible for the contract with the latest completion date. The contracting officer shall negotiate the commercial plan for the Government. **The approved commercial plan shall remain in effect during the contractor's fiscal year for all Government contracts in effect during that period;** (2) Submit a new commercial plan, 30 working days before the end of the Contractor's fiscal year, to the contracting officer responsible for the uncompleted Government contract with the latest completion date. The contractor must provide to each contracting officer responsible for an ongoing contract subject to the plan, the identity of the contracting officer that will be negotiating the new plan; (3) **When the new commercial plan is approved, provide a copy of the approved plan to each contracting officer responsible for an ongoing contract that is subject to the plan;** and (4) Comply with the reporting requirements stated in paragraph (a)(10) of this section by submitting one SSR in eSRS, for all contracts covered by its commercial plan. This report will be acknowledged or rejected in eSRS by the contracting officer who approved the plan. The report shall be submitted within 30 days after the end of the Government's fiscal year.

INDIVIDUAL CONTRACT PLAN: Covers the entire contract period, applies to a specific contract, and has goals that are based on the offeror's planned subcontracting (and purchasing) in support of the specific contract, except that indirect costs incurred for common

or joint purposes may be allocated on a prorated basis to the contract. **For contracts with option periods**, the plan will include **separate goals and estimated value** (or sales) **for the base period with separate goals and estimated value for each option period**. Per FAR 52.219-9(c) this type of plan **must separately address subcontracting** with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business concerns, small disadvantaged business (including ANCs and Indian Tribes), and women-owned small business concerns, **with a separate part for the basic contract and separate parts for each option** (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate the subcontracting plan shall make the offeror ineligible for award of a contract. The Contractor shall submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), **following the instructions in the eSRS and in accordance with FAR clause 52.219-9**.

_____ **MASTER PLAN:** Contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved. A master plan on a plant or division-wide basis that contains all the elements, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by the clause 52.219-9; provided (1) The master plan has been approved; (2) The offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer; and (3) Goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan. **A contract may have no more than one plan.** When a modification meets the criteria in FAR 19.702 for a plan, or an option is exercised, the **goals associated with the modification or option shall be added to those in the existing subcontracting plan.** The failure of the Contractor or subcontractor to comply in good faith with the clause at FAR 52.219-8 or an approved plan required by FAR 52.219-9 shall be a material breach of the contract. The Contractor shall submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), **following the instructions in the eSRS and in accordance with FAR clause 52.219-9**.

GSA SUBCONTRACTING GOALS (How to do the math tips)

Subcontracting goals are subject to change, based on recent achievement levels and as negotiated with the Small Business Administration (SBA). SBA is responsible for the Federal Government Goaling Program and their website at www.sba.gov includes details and background on the goaling process.

- Total estimated subcontracting dollars (or spend) planned to all types of business concerns must be provided, then separately state the dollars that will be subcontracted to each category. All percents for each category will be expressed as a percentage of the **total** subcontracting dollars to all concerns (both large and small)*.
- The **Small** business dollar amount must include all sub-group category amounts; i.e., HUBZone, SDB, WOSB, VOSB, SDVOSB (plus any "other small" businesses that do not fall within one of these

specified subgroups). Again note that Alaskan Native Corporations (ANCs) and Indian tribes will be included in the SDB and total small amounts.

*Only the large plus all small should equal the total in both dollars and percents. Do **not** add together subgroups to reach the total Small figure, as the same dollars can be double and triple counted for each group as applicable to the company receiving the order.

	<u>Sample Dollars</u>	<u>GSA Goal</u>
<u>(FY 2010-11)</u>		
Total dollars to be subcontracted	\$1,000,000	100%
(to both Large and Small Businesses)		
To Large Businesses	\$ 700,000	*70%
To all Small Businesses	\$ 300,000	*30%
(includes HUBZone Small, Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, and Other Small Business Concerns)		
To HUBZone Small Businesses	\$ 30,000	3%
To Small Disadvantaged Businesses	\$ 50,000	5%
To Women-Owned Small Businesses	\$ 50,000	5%
To Veteran-Owned Small Businesses	\$ 30,000	3%
(includes SDVOSB below in this total)		
To Service-Disabled Veteran-Owned Small Businesses	\$ 30,000	3%

NOTE: The total \$300,000 to all Small businesses already includes each subgroup (HUBZone, SDB, ANCs, WOSB, VOSB, and SDVOSB), plus other small businesses that are only small and do not fall into a specified category.

**PLEASE REMOVE THE COVER PAGES BEFORE SUBMITTING
THE SUBCONTRACTING PLAN TO GSA**

Template: July 2011

[**INSERT COMPANY NAME**]

SMALL BUSINESS SUBCONTRACTING PLAN (MODEL)

I. IDENTIFICATION DATA:

Address: _____

Date Prepared: _____

Description of Supplies/Services: _____

Solicitation Number: (Completed for Individual Plans; N/A for commercial plans) _____

Contract Number: (Completed for Individual Plans during option period; N/A for commercial plans) _____

If submitting an Individual Contract Plan, insert dates below for the contract duration, if known (or insert N/A if the contract does not include specified option period).

Individual Plan Period: Base: (Date of Award thru ?? years) Option 1: (1 year, 5 years, etc.)
Option 2: (1 year, 5 years, etc.) Option 3: (1 year, 5 years, etc.) Option 4: (1 year, 5 years, etc.)

Estimated Contract Value (Provide separate estimate for base contract period and each option)

Base Period: \$ _____ Option Period 1: \$ _____ Option Period 2:
\$ _____

Option Period 3: \$ _____ Option Period 4: \$ _____ (if applicable/Not used for MAS)

Place of Performance: _____

DUNS Number: (under the contract awarded or pending award)

If submitting a Commercial Plan, insert dates below:

Commercial Plan Period: (insert fiscal year for contractor/offeror)

Projected annual sales (Company-wide): \$ _____

II. TYPE OF PLAN – FAR 19.701 *(For definitions, see Cover Page and FAR clause 52.219-9):*

_____ **Commercial Plan**

_____ **Individual Plan**

_____ **Master Plan (incorporated into Individual Plan)**

DRAFT

III. GOALS:

*A. The FAR clause at 52.219-9(d) states that the subcontracting plan shall include (1) goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business concerns as subcontractors; and (2) A statement of total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan. FAR 19.704(a)(1) requires separate percentage goals for using small business (including Alaskan Native Corporations (ANCs) and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns as subcontractors; and (2) A statement of the total dollars planned to be subcontracted and a statement of the total dollars planned to be subcontracted to small business (including ANCs and Indian tribes), veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business (including ANCs and Indian tribes) and women-owned small business concerns. **Commercial plans will always reflect annual company wide goals. Individual plans will reflect contract-specific goals and shall contain separate statements and goals for the basic contract (period) and separately for each option (period). Note that dollars and percentages to large and total small businesses (all inclusive) must equal the total subcontracted to all categories in both dollars and percentages. EACH CONTRACTOR IS EXPECTED TO OFFER THE MAXIMUM PRACTICABLE OPPORTUNITIES TO EACH TYPE OF SMALL BUSINESS CONCERN CONSISTENT WITH THEIR BEST FAITH EFFORTS AND SUPPORTED BY THEIR REPORTS AND RECORDS.***

COMPLETE FORMAT BELOW IF SUBMITTING AN INDIVIDUAL PLAN and note that a separate part is required for the base contract period and for each option period, if any. *(Please remove this section and following page if submitting a commercial plan.)*

[**Company Name**] provides the following separate dollar and percentage goals, which are a percentage of the total subcontracting dollars for each business category:

BASE GOALS are expressed in dollars and percentages of the total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted ($2 + 3 = 1$) <i>large and all small businesses must equal total amount to be subcontracted (both \$ and %)</i>		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

If applicable:

1 ST OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted ($2 + 3 = 1$) <i>large and all small</i>		100%

<i>businesses must equal total amount to be subcontracted (both \$ and %)</i>		
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

If applicable:

2ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted <i>(2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)</i>		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

If applicable:

3ND OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted <i>(2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)</i>		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		
5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

If applicable: *(LEAVE BLANK FOR MAS)*

4TH OPTION GOALS are expressed in dollars and percentages of total dollars planned to be subcontracted.		
PLANNED SUBCONTRACTING TO:	DOLLARS	PERCENT
1. Total Dollars to be Subcontracted <i>(2 + 3 = 1) large and all small businesses must equal total amount to be subcontracted (both \$ and %)</i>		100%
2. Large Businesses (Other than Small)		
3. All Small Businesses (including ANCs & Indian tribes)		
4. Veteran-Owned Small Businesses (VOSB)		

5. Service-Disabled Veteran-Owned Small Businesses (SDVOSB)		
6. HUBZone Small Business (HUBZone)		
7. Small Disadvantaged Businesses (SDB) (including ANCs & Indian tribes)		
8. Women-Owned Small Businesses (WOSB)		

DRAFT

COMPLETE FORMAT BELOW IF SUBMITTING A COMMERCIAL PLAN *(please remove this page/section if submitting an individual plan).*

1. Estimated **TOTAL** dollars planned to be subcontracted to **all types of concerns** (generally for both commercial and government business, in support of commercial items sold during company fiscal year):

Annual Commercial Purchases/Spend: \$ _____ = **100% subcontracted**

2. Total dollars planned to be subcontracted to **large** business concerns (or classified as other than small):

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

3. Total dollars planned to be subcontracted to **all small** business concerns (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB small business concerns:

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

4. Total dollars planned to be subcontracted to **veteran-owned small** business concerns (including service-disabled veteran-owned small businesses):

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

5. Total dollars planned to be subcontracted to **service-disabled veteran-owned small** business concerns

(subset of VOSB above and cannot be higher than #4 above):

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

6. Total dollars planned to be subcontracted to **HUBZone small** business concerns:

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

7. Total dollars planned to be subcontracted to **small disadvantaged** business concerns (including ANCs and Indian tribes):

Annual Commercial Purchases/Spend: \$ _____ = ____ % of Total

8. Total dollars planned to be subcontracted to **women-owned small** business concerns:

Annual Commercial Purchases/Spend: \$_____ = ____ % of Total

DRAFT

The principal types of supplies and/or services that **[Company Name]** anticipates to be subcontracted and the identification of the type of business concern planned are as follows:

[illegible]

C. FAR 19.704(a)(4) and the clause at 52.219-9(d)(4) require a description of the method used to develop the subcontracting goals. Explain or state the basis for establishing your proposed goals (i.e. based on historical data and experience, market research, etc.); and provide justification for any low goal(s).

[illegible]

*D. FAR 19.704(a)(5) and clause 52.219-9(d)(5) require a description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Central Contractor Registration database (CCR), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in CCR as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining SB, VOSB, SDVOSB, HUBZone, SDB, and WOSB source list. **Use of CCR as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.***

[Company Name] identifies potential subcontractors using the following source lists and organizations:

*E. FAR 19.704(a)(6) and clause 52.219-9(d)(6) require a statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns. **NOTE: indirect costs represent the expenses of doing business that are NOT easily identified with a specific project (i.e. contract or grant) but are generally recognized as ordinary and necessary for the general operation of the contractor's organization and the conduct of activities it performs. Types of indirect costs include overhead (e.g. facility/utility & supplies cost), general and administrative (G&A), and fringe benefits (e.g. services or benefits provided to employees such as health insurance, payroll taxes, pension contribution, etc).***

Indirect costs _____ HAVE BEEN (or) _____ HAVE NOT BEEN included in the dollar and percentage subcontracting goals stated above.

If indirect costs HAVE been included, the method used to determine the proportionate share of indirect costs to be incurred with small business concerns was as follows:

IV. PROGRAM ADMINISTRATOR:

FAR 19.704(a)(7) and clause 52.219-9(d)(7) require the name of an individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual. Please add the contact information for this person (telephone number, fax number and/or email address), in case of questions and provide an alternate point of contact if applicable.

Name:

Title/Position:

Address:

City/State/Zip Code:

Telephone number:

Fax number:

Email Address:

Alternate POC with contact information:

Duties: In accordance with clause 52.219-9(d)(11)(e), in order to effectively implement this plan to the extent consistent with efficient contract performance, the contractor shall perform the following functions:

1. Assist SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential SB, VOSB, SDVOSB, HUBZone, SDB and WOSB subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.
2. Provide adequate and timely consideration of the potentialities of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns in all "make-or-buy" decisions.
3. Counsel and discuss subcontracting opportunities with representatives of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB firms.
4. Confirm that a subcontractor representing itself as a HUBZone small business concern is identified as a certified HUBZone small business concern by accessing the Central Contractor Registration (CCR) database or by contacting SBA.
5. Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as SB, VOSB, SDVOSB, HUBZone, SDB and WOSB for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.
6. Develop and promote company/division policy statements that demonstrate the company's/division's support for awarding contracts and subcontracts to SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
7. Develop and maintain bidders' lists of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns from all possible sources.
8. Ensure periodic rotation of potential subcontractors on bidders' lists.
9. Ensure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns are included on the bidders' list for every subcontract solicitation for products and services they are capable of providing.
10. Ensure that subcontract procurement "packages" are designed to permit the maximum possible participation of SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns
11. Review subcontract solicitations to remove statements, clauses, etc., which might tend to restrict or prohibit SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.

12. Ensure that the subcontract bid proposal review board documents its reasons for not selecting any low bids submitted by SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns.
13. Oversee the establishment and maintenance of contract and subcontract award records.
14. Attend or arrange for the attendance of company counselors at Business Opportunity Workshops, Minority Business Enterprise Seminars, Trade Fairs, etc.
15. Directly or indirectly counsel SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns on subcontracting opportunities and how to prepare bids to the company.
16. Conduct or arrange training for purchasing personnel regarding the intent and impact of Section 8(d) of the Small Business Act on purchasing procedures.
17. Develop and maintain an incentive program for buyers that support the subcontracting program.
18. Monitor the company's performance and make any adjustments necessary to achieve the subcontract plan goals.
19. Prepare and submit timely reports.
20. Coordinate the company's activities during compliance reviews by Federal agencies.

IF YOUR PROGRAM ADMINISTRATOR WILL PERFORM ADDITIONAL SUBCONTRACTING DUTIES NOT SHOWN ABOVE, PLEASE IDENTIFY THEM HERE:

21. Additional Duties:

V. EQUITABLE OPPORTUNITY:

FAR 19.704(a)(8) and clause 52.219-9(d)(8) require a description of the efforts the offeror will make to assure that SB, VOSB, SDVOSB, HUBZone, SDB and WOSB concerns have an equitable opportunity to compete for subcontracts.

[**Company Name**] will make every effort to ensure that all small business concerns have an equitable opportunity to compete for subcontracts. These efforts may include one or more of the following activities: *(please indicate which of the following apply or adapt list to fit your company's efforts)*

A. Outreach efforts to obtain sources:

- ☐ Contacting minority and small business trade associations
- ☐ Contacting business development organizations
- ☐ Requesting sources from the Central Contractor Registration (CCR), Dynamic Small Business Search, which integrated data from the SBA PRO-Net database
- ☐ Attending small and minority business trade fairs and procurement conferences

B. Internal efforts to guide and encourage purchasing personnel:

- ☐ Presenting workshops, seminars and training programs
- ☐ Establishing, maintaining and using small, hubzone small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small business source lists, guides, and other data for soliciting subcontracts
- ☐ Monitoring activities to evaluate compliance with the subcontracting plan

C. Other Additional efforts: *(Please describe below.)*

VI. ASSURANCES OF CLAUSE INCLUSION AND FLOW DOWN:

FAR 19.704(a)(9) and clause 52.219-9(d)(9) require assurances that the offeror will include the clause at [52.219-8](#), Utilization of Small Business Concerns (see [19.708\(a\)](#)), in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of this clause (see [19.708\(b\)](#)).

[**Company Name**] agrees to include the FAR Clause 52.219-8, "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and will require all subcontractors *(except small business concerns)* that receive subcontracts in excess of \$650,000 (\$1,500,000 for construction) to adopt a plan that complies with the requirements of the clause at [52.219-9](#), Small Business Subcontracting Plan.

VII. REPORTING AND COOPERATION:

FAR 19.704(a)(10) and clause 52.219-9(d)(10) require assurances that the offeror will do the following:

[Company Name] agrees to:

- (10)(i) Cooperate in any studies or surveys as may be required;
- (ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;
- (iii) Submit the Individual Subcontract Report (ISR), and the Summary Subcontract Report (SSR) using the Electronic Subcontracting Reporting System (eSRS) (<http://www.esrs.gov>), following the instructions in the eSRS;
- (iv) Ensure that its subcontractors with subcontracting plans agree to submit the ISR and/or the SSR using the eSRS;
- (v) Provide its prime contract number and its DUNS number and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to all first-tier subcontractors with subcontracting plans so they can enter this information into the eSRS when submitting their reports; and
- (vi) Require that each subcontractor with a subcontracting plan provide the prime contract number and its own DUNS number, and the e-mail address of the Government or Contractor official responsible for acknowledging or rejecting the reports, to its subcontractors with subcontracting plans.

Reports are to be submitted within 30 days after the close of each calendar period as indicated in the following chart:

<i>eSRS</i> <u>Calendar Period</u> <i>for:</i>	<u>Report Due</u>	<u>Date Due</u>	<i>Submit Reports to</i> <i>with email address</i>
10/01--03/31	ISR	04/30	Contracting
04/01--09/30	ISR	10/30	Contracting
10/01--09/30	SSR	10/30	Contracting
		Officer/SBTA	
		Officer/SBTA	
		Officer/SBTA	

THE eSRS WEB-BASED REPORTING REQUIREMENT INSTRUCTIONS CAN BE FOUND IN THE ATTACHMENT TO SUBCONTRACTING PLAN TAKEN FROM FAR CLAUSE 52-219-9.

VIII. RECORDKEEPING:

FAR 19.704(a)(11) and clause 52.219-9(d)(11) require a description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them.

[Company Name] will maintain records concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of efforts to locate SB (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

1. Source lists (e.g., CCR), guides, and other data that identify *SB* (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
2. Organizations contacted in an attempt to locate sources that are *SB* (including ANCs and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANCs and Indian tribes), and WOSB concerns.
3. Records on each subcontract solicitation resulting in an award of more than \$150,000, indicating:
 - (A) Whether small business concerns were solicited and, if not, why not;
 - (B) Whether veteran-owned small business concerns were solicited and, if not, why not;
 - (C) Whether service-disabled veteran-owned small business concerns were solicited and, if not, why not;
 - (D) Whether HUBZone small business concerns were solicited and, if not, why not;
 - (E) Whether small disadvantaged business concerns were solicited and, if not, why not;
 - (F) Whether women-owned small business concerns were solicited and, if not, why not; and
 - (G) If applicable, the reason award was not made to a small business concern.
4. Records of any outreach efforts to contact
 - (A) Trade associations;
 - (B) Business development organizations;
 - (C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and
 - (D) Veterans service organizations.
5. Records of internal guidance and encouragement provided to buyers through
 - (A) Workshops, seminars, training, etc.; and
 - (B) Monitoring performance to evaluate compliance with the program's requirements.

6. On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. **Contractors having commercial plans need not comply with this requirement.**
7. Other records to support your compliance with the subcontracting plan: *(Please describe below.)*

IX. STATUTORY REQUIREMENTS (Found at FAR 19.702)

- Any contractor receiving a contract for more than the simplified acquisition threshold must agree in the contract that SB (including ANC and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC and Indian tribes), and WOSB concerns will have the maximum practicable opportunity to participate in contract performance consistent with its efficient performance.
- It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with SB (including ANC and Indian tribes), VOSB, SDVOSB, HUBZone, SDB (including ANC and Indian tribes), and WOSB concerns.
- See 19.702(a)(1) for requirements that are imposed in negotiated acquisitions, and (a)(2) for requirements that are imposed in sealed bidding acquisitions.
- As stated in 15 U.S.C. 637(d)(8), any contractor or subcontractor failing to comply in good faith with the requirements of the subcontracting plan is in **material breach of its contract**. Further, 15 U.S.C. 637(d)(4)(F) directs that a contractor's **failure to make a good faith effort** to comply with the requirements of the subcontracting plan shall result in the imposition of liquidated damages (see 19.702(c) and 19.705-7).

**X. DESCRIPTION OF GOOD FAITH EFFORT (Also refer to 13 CFR 125.3(d),
Determination of**

Good Faith Effort

In order to demonstrate your compliance with a good faith effort to achieve the small business subcontracting goals, outline the steps below that your company plans to take.

[Company Name] will take the following steps to demonstrate compliance with a good faith effort in achieving small business subcontracting goals:

The above requirements will be negotiated with the contracting officer prior to approval. The contracting officer must ensure per FAR 19.705-5(a)(5) that an acceptable plan is incorporated into and made a material part of the contract.

SIGNATURE REQUIRED: *Plan must be signed and dated by a company official.*

This subcontracting plan was SUBMITTED by:

Signature: _____
Typed Name: _____
Company Title: _____
Date Signed: _____

Government Contracting Officer APPROVAL:

Signature: _____
Printed Name: _____
Agency: _____
Date Signed: _____

REPORTING INSTRUCTIONS FOR CONTRACTORS

Electronic Subcontracting Reporting System web-based reporting requirements found at FAR clause 52.219-9(l):

The Contractor shall submit ISRs and SSRs using the web-based eSRS at <http://www.esrs.gov>. Purchases from a corporation, company, or subdivision that is an affiliate of the prime Contractor or subcontractor are not included in these reports. Subcontract award data reported by prime Contractors and subcontractors shall be limited to awards made to their immediate next-tier subcontractors. Credit cannot be taken for awards made to lower tier subcontractors, unless the Contractor or subcontractor has been designated to receive a small business or small disadvantaged business credit from an ANC or Indian tribe.

(1) ISR. This report is **not** required for commercial plans. The report is required for each contract containing an individual subcontract plan and shall be submitted to the Administrative Contracting Officer (ACO) or Contracting Officer, if no ACO is assigned.

(i) The report shall be submitted semi-annually during contract performance for the periods ending March 31 and September 30. A report is also required for each contract within 30 days of contract completion. Reports are due 30 days after the close of each reporting period, unless otherwise directed by the Contracting Officer. Reports are required when due, regardless of whether there has been any subcontracting activity since the inception of the contract or the previous reporting period.

(ii) When a subcontracting plan contains separate goals for the basic contract and each option, as prescribed by FAR [19.704\(c\)](#), the dollar goal inserted on this report shall be the sum of the base period through the current option; for example, for a report submitted after the second option is exercised, the dollar goal would be the sum of the goals for the basic contract, the first option, and the second option.

(iii) The authority to acknowledge receipt or reject the ISR resides—

(A) In the case of the prime Contractor, with the Contracting Officer; and

(B) In the case of a subcontract with a subcontracting plan, with the entity that awarded the subcontract.

(2) SSR.

(i) Reports submitted under individual contract plans—

(A) This report encompasses all subcontracting under prime contracts and subcontracts with the awarding agency, regardless of the dollar value of the subcontracts.

(B) The report may be submitted on a corporate, company or subdivision (*e.g.* plant or division operating as a separate profit center) basis, unless otherwise directed by the agency.

(C) If a prime Contractor and/or subcontractor is performing work for more than one executive agency, a separate report shall be submitted to each executive agency covering only that agency's contracts, provided at least one of that agency's contracts is over \$650,000 (over \$1,500,000 for construction of a public facility) and contains a subcontracting plan. For DoD, a consolidated report shall be submitted for all contracts awarded by military departments/agencies and/or subcontracts awarded by DoD prime Contractors. However, for construction and related maintenance and repair, a separate report shall be submitted for each DoD component.

(D) For DoD and NASA, the report shall be submitted semi-annually for the six months ending March 31 and the twelve months ending September 30. For civilian agencies, except NASA, it

shall be submitted annually for the twelve month period ending September 30. Reports are due 30 days after the close of each reporting period.

(E) Subcontract awards that are related to work for more than one executive agency shall be appropriately allocated.

(F) The authority to acknowledge or reject SSRs in eSRS, including SSRs submitted by subcontractors with subcontracting plans, resides with the Government agency awarding the prime contracts.

(ii) Reports submitted under a commercial plan—

(A) The report shall include all subcontract awards under the commercial plan in effect during the Government's fiscal year.

(B) The report shall be submitted annually, within thirty days after the end of the Government's fiscal year.

(C) If a Contractor has a commercial plan and is performing work for more than one executive agency, the Contractor shall specify the percentage of dollars attributable to each agency from which contracts for commercial items were received.

(D) The authority to acknowledge or reject SSRs for commercial plans resides with the Contracting Officer who approved the commercial plan.

(iii) All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a Year-End Supplementary Report for Small Disadvantaged Businesses. The report shall include subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. If the data are not available when the year-end SSR is submitted, the prime Contractor and/or subcontractor shall submit the Year-End Supplementary Report for Small Disadvantaged Businesses within 90 days of submitting the year-end SSR. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

Contracting Officer	(insert e-mail addresses)
Small Business Technical Advisor	(email address for specific office/service/agency)
Subcontracting Manager, Office of Small Business Utilization	(janice.keys@gsa.gov or applicable alternate agency)
Small Business Administration Representative	(found at www.sba.gov and enter business zip code to find local resources/POC for contractor's location)

Janitorial & Sanitation (JanSan) Supplies Quote Sheet
<p>This workbook contains instructions on how vendors should provide pricing for the JanSan RFQ. Vendors are asked to submit pricing for all JanSan items in the Core List for the pool(s) they elect to compete in, and approve average pricing discounts to be applied against GSA Schedule for non-core list items in their catalog that fall within one of the defined JanSan Pools (see instructions below).</p>
Instructions
STEP 1: ENTER CONTACT INFORMATION - In the 'Contact Information' tab, please enter the contact information for the POC for the RFQ submission.
STEP 2: REVIEW POOL DEFINITIONS - Review the pool definitions in the 'Definitions' tab, since entry of pricing-related information in Step 4 will be based upon the defined pools. You can compete in as many pools as you would like. If you compete in one pool, you have to provide quotes for all the items in that pool's Core List.
STEP 3: LIST JANSAN ITEMS BY ITEM DESCRIPTION IN QUOTE TABS - List the JanSan items you offer that best match the item description and unit of measure listed in each of the five pool tabs (one for each JanSan pool) you elect to participate in. List only one item for each of the item descriptions and only for the item descriptions listed. These items must be listed by manufacturer name (column 4), manufacturer part number (in column 5), and UPC-A (in column 6). The manufacturer part number should be entered without any non-alphanumeric characters and without any spaces. For example, "AAG7000505" is acceptable, whereas "AAG 70-005-05" is not acceptable. For items with an AbilityOne part number listed, this specific item must be provided. No substitutions will be allowed.
STEP 4: ENTER ITEM PRICING - For each item you entered in Step 3, enter the "Current GSA Schedule Price" in column 7 and the "Proposed BPA Price" in column 8. Note that the pricing being provided must be in reference to the specified "Unit of Measure" in column 3. Pricing should include standard shipping charges (3-4 day standard delivery in CONUS) and the full GSA Program Funding Fee inclusive of the 1.25% GSA administrative service fee as referenced in the Request for Quote. For evaluation purposes, item prices will be normalized to ensure that each item has the same weight in the evaluation of the overall market basket price.
STEP 5: ENTER COUNTRY OF ORIGIN - For each item you entered in Step 3, enter the "Country of Origin" in column 8. This is to ensure TAA compliance.
STEP 6: APPROVE CATEGORY DISCOUNTS - For each of the pool you participate in, confirm approval of the calculated average percentage discounts from the "Core Item List" that will be applied against all non-core list items in the vendor catalog by categories. Failure to approve these calculated discounts will result in invalid quotes.
STEP 7: ENTER AGGREGATE BPA DISCOUNTS - In the "Additional Pricing" tab, enter the propose additional aggregate discounts based on Government-determined cumulative dollar purchase thresholds. These thresholds will be based on aggregated BPA government spend (across all pools and the full catalog) for each vendor. Volume discount tier thresholds are as follows: \$6M, \$12M, \$18M, \$24M, and \$30M. Aggregate BPA discounts will be applicable within 30 days from the end of the calendar month in which the volume threshold is reached. For example if aggregate BPA sales of \$6,000,001 are achieved March 20, the new discount for all future orders will take effect May 1. The aggregate discount values provided will be added to current discount value off of MAS price. For example, for a market basket item with a discount of 24% at \$5M aggregate spend and the vendor proposed an aggregate discount of 2% for the \$6M threshold, once the vendor reached \$6M in sales the discount on the market basket item would be raised to 26% off of MAS Price.
STEP 8: ENTER DELIVERY OPTIONS & FEES - In the "Additional Pricing" tab, enter the additional percentage fee (if any) for Next Business Day delivery (column 6). Also in the tab, please describe if you are capable of delivering internationally (column 8) or to Hawaii, Alaska, Puerto Rico, and US Territories (column 9).
STEP 9: ENTER ORDER MINIMUM FEE - In the "Additional Pricing" tab, enter in column 7 the additional percentage fee (if any) applied to orders below the minimum order limit.
STEP 10: VALIDATE - In the "Validation Sheet" tab, verify that all the information has been entered correctly.

EXAMPLE: Pricing Worksheet

EXAMPLE

GSA Provided			To Be Completed by Vendors				
1	2	3	4	5	6	7	8
Reference ID	Item Description	Unit of Measure	Manufacturer Part Number	Manufacturer Name	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)
00001	Air Duster, 10 oz	EA	123	Mfr ABC	1234567890	\$ 24.00	\$ 21.00
00002	Assorted Color Multi-purpose	EA	456	Mfr DEF	1234567890	\$ 5.00	\$ 4.00
00003	Bi-Level Deck Scrub Brush	EA	789	Mfr GHI	1234567890	\$ 31.00	\$ 28.00
00004	Biodegradable Waste Kits,	EA	101	Mfr JKL	1234567890	\$ 20.00	\$ 18.00

Step 3: Enter items in your catalog that best match the item description and unit of measure in columns 4, 5, 6.

Step 4: Enter the "Current GSA Schedule Price" and the "Proposed BPA Price" in columns 7 and 8.

Step 5: For each entered in Step 3 "Country of Origin" column 9. This is TAA compliance.

EXAMPLE: Category Discounts Worksheet

EXAMPLE

EXAMPLE		Automatic Calculation	To Be Completed by Vendors
JanSan Category		1	2
		Average Category Discount (%)	Vendor Approved
Cleaning Compounds and Related Dispersants		5.67%	Yes
Non-Motorized Cleaning Equipment and Vehicles		Quote Tab Not Complete	
Paper Products and Related Dispersers		Quote Tab Not Complete	
Motorized Floor Cleaning Equipment		Quote Tab Not Complete	
Motorized Laundry Cleaning Equipment		7.67%	Yes

Step 6: In column 2, confirm approval of the calculated average percentage discounts in column 1. These discounts will be applied against all non-core list items in the vendor catalog by categories. FAILURE TO APPROVE WILL RESULT IN INVALID QUOTES

EXAMPLE: Additional Pricing Worksheet

Aggregate BPA Discounts

EXAMPLE

	1	2	3	4	5
EXAMPLE	Aggregate BPA Spend Thresholds (\$)				
Aggregate Discount Offered (%):	\$6M+	\$12M+	\$18M+	\$24M+	\$30M+
Cleaning Compounds and Related Dispersants	1.00%	2.00%	1.50%	1.50%	1.50%
Non-Motorized Cleaning Equipment and Paper Products and Related Dispensers					
Motorized Floor Cleaning Equipment					
Motorized Laundry Cleaning Equipment					

Step 7: In columns 1 through 5 volume discount you are offering aggregated yearly BPA spend. volume discounts will be applied "Proposed BPA Price" once the volume discount tier threshold is reached.

Step 8: Enter the additional percentage fee (if any) for delivery upgrade options in columns 6. Enter Yes / No in column 8 & 9 if able to deliver OCONUS or not.

Step 9: Enter the additional percentage fee (if any) applied to orders between \$25 and \$99 in column 7

Additional Options Pricing

EXAMPLE

EXAMPLE	6	7
	Delivery Upgrade Options	Order Size Option
	Next Business Day Fee	Convenience Fee (Order \$25-\$99)
Proposed additional fee (%):	1.50%	0.50%
	8	9

h item you
3, enter the
in' in
s to ensure
s.

Column 9: This column
populates automatically
upon entering pricing
information in columns 7
and 8.

9	Auto Calc
Country of Origin	Discount off Current GSA Schedule Price (%)
United States	-13%
Canada	-20%
France	-10%
Germany	-10%

enter the
g for
The
d to the
specified
s

Validation Sheet

	General	Cleaning Compounds and Related Dispensers	Non-Motorized Cleaning Equipment and Waste Collection Supplies	Paper Products and Related Dispensers	Motorized Floor Cleaning Equipment	Motorized Laundry Cleaning Equipment
Contact Information						
JanSan Items						
Item Pricing						
Country of Origin						
Category Discount Approval						
Aggregate BPA Discounts						
Delivery Options & Fees						
Order Minimum Fees						

Contact Information

Company Name:	
Contact Information:	
Name:	
Title:	
Email:	
Address:	
Phone:	

Cleaning Compounds and Related Dispensers

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
CC01	Abrasive Cream Cleanser w/ Bleach,36 oz	CA							NO VALUE
CC02	Air Deodorizer, 9.7 Oz	EA	AbilityOne	6840007216055					NO VALUE
CC03	Air Freshener and Deodorizer, 7 oz	EA							NO VALUE
CC04	Air Freshener, Pearl Scents Odor Neutralizer, 3.5 oz jar	EA							NO VALUE
CC05	All-Purpose Cleaner and Degreaser, Fresh Pine Scent, 144 Oz	EA							NO VALUE
CC06	All-Purpose Cleaner, 32 oz, Trigger Spray	EA	AbilityOne	7930013738849					NO VALUE
CC07	All-Purpose Cleaner, Nontoxic, Biodegradable, 1 Gal, Lemon	EA							NO VALUE
CC08	All-Purpose Cleaner, w/Orange Fragrance, 144 oz, 3/Gl	CT							NO VALUE
CC09	All-Purpose Spray Cleaner w/ Bleach, 32 oz	EA							NO VALUE
CC10	Antibacterial Moist Towelettes, Cloth, 5-3/4" X 7-1/2", 40/Dispenser, 12/Case	CT							NO VALUE
CC11	Antibacterial Moisturizing Soap, Liquid, 7.5 Oz Pump	EA							NO VALUE
CC12	Antibacterial, 32 oz, Abrasive Cream Cleanser	EA							NO VALUE
CC13	Antimicrobial Soap Refill, Amber, Size 2000mL, 4/pack	PK							NO VALUE
CC14	Bathroom Cleaner, Bottle, Fresh, Green, 32 oz	EA							NO VALUE
CC15	Bleach Powder Cleanser, 21 oz	EA							NO VALUE
CC16	Canned Air Ionizer Cleaning Spray, Air Cleaner, 10 oz	BD							NO VALUE
CC17	Carpet Spotter,32 oz bottle	EA							NO VALUE
CC18	Cleaner, Disinfectant Spray, 19 oz Aerosol, 12/Case	EA							NO VALUE
CC19	Cleaner, Mltysurf 32 Oz	EA	AbilityOne	7930015131144					NO VALUE
CC20	Cleaning Compound, Solvent, 55 Gal	EA							NO VALUE
CC21	Cleanser w/bleach and w/ mild abrasive, 24 oz	EA							NO VALUE
CC22	Concentrated, Hospital Grade Disinfectant, 1/2 ounces/gallon dilution rate to yeild ~300 RTU gallons, 1 Gal, 6/Case	CA							NO VALUE
CC23	Concentrated, Hospital Grade Disinfectant, Detergent Cleaner, Sanitizer, Fungicide, Mildewstat, Virucide, Deodorizer, 1 Gal 6/Case	CA							NO VALUE
CC24	Detergent / Disinfectant .5 Oz Pkt, 100/cs	CS	AbilityOne	6840013672914					NO VALUE
CC25	Detergent Disinfectant, Phosphate Free, Multi-Purpose Disinfectant Cleaner Designed For Controlling Cross-Contamination. 1:64 Dilution	DR							NO VALUE
CC26	Dish Detergent, Concentrated Solid, 5 lb Capsules, 4/BX	BX							NO VALUE
CC27	Disinfectant Spray, 19 Oz Aerosol Cans, 12/Case	EA							NO VALUE
CC28	Disinfecting Bathroom Cleaner, 1 Gal	EA							NO VALUE
CC29	Floor Finish Water-Based Acrylic Copolymer Floor Finish. 2,000 Sq.Ft./Gal, 1 Gal, 4/Case	CA							NO VALUE
CC30	Floor Sealer & Finish, Acrylic Co-Polymer Based, 5 Gal	EA							NO VALUE
CC31	Floor Stripper, 1 Gal, 4/pack	PK	AbilityOne	7930013808469					NO VALUE
CC32	Floor Stripper, 5 Gal	PA	AbilityOne	7930014864063					NO VALUE
CC33	Foaming Hand Sanitizer 1.5 oz, 60/Case	CA							NO VALUE
CC34	Furniture Polish, 18 Oz, 6/Gl, Lemon Scent	BX							NO VALUE
CC35	General Purpose Cleaners Fragrance Free, Not Formulated with Butyl, 1 Gal	EA							NO VALUE
CC36	Germicidal Bleach, 96 oz Bottle	EA							NO VALUE
CC37	Germicidal Bleach, 96 oz Bottle, 6/Case	CT							NO VALUE
CC38	Germicidal Cleaning Solution, diluted so 1 oz = 1 Gal of disinfectant, 32oz Bottle	EA							NO VALUE
CC39	Glass Cleaner Ammonia, 16 oz, Spray Bottle, 12/Pack	DZ	AbilityOne	7930013268110					NO VALUE
CC40	Hand Sanitizer Dispenser,Size 1200ml	EA							NO VALUE
CC41	Hand Sanitizer Foam Refill, 1200Ml, 3/Box	BX	AbilityOne	8520015562834					NO VALUE
CC42	Hand Sanitizer Refill, 1200mL	EA							NO VALUE
CC43	Hand Sanitizer Refill, 1200mL - White - 2 / Carton	CT							NO VALUE
CC44	Hand Sanitizer w/ Aloe - 12/Box, 12 Oz	EA	AbilityOne	8520015223887					NO VALUE
CC45	Hand Sanitizer W/Aloe, 1000mL Refill	EA	AbilityOne	4510015219866					NO VALUE
CC46	Hand Sanitizer, 1200mL, Foam, 2/pack	PK							NO VALUE
CC47	Hand Sanitizer, 8-oz Pump Bottle, 12/Case	CT							NO VALUE
CC48	Hand Sanitizer, Nontoxic, Non Sticky, 1000 Ml	CT	AbilityOne	8520015220828					NO VALUE
CC49	Hand Sanitizer, Personal Pump Bottle, 2 oz	EA	AbilityOne	8520015220835					NO VALUE
CC50	Hand Sanitizer, Portable, 3 oz	CA							NO VALUE
CC51	Hand Sanitizing Station, Stand Only, Gray	EA							NO VALUE
CC52	Heavy Duty Liquid Pot and Pan Detergent, 5 Gal	PA							NO VALUE
CC53	High Efficiency Laundry Detergent, 50 oz bottle	EA							NO VALUE
CC54	High Efficiency Laundry Detergent, Concentrated Liquid, 50 oz Bottle	EA							NO VALUE
CC55	Hydration System Cleaning Tablets, 8 Tablets /Box	EA							NO VALUE
CC56	Industrial Strength Cleaner/Degreaser	BX	AbilityOne	7930009265280					NO VALUE
CC57	Instant Hand Sanitizer, Blue, 8 oz	EA							NO VALUE
CC58	Instant Hand Sanitizer, Clear, 8 oz Pump Bottle	EA							NO VALUE
CC59	Isopropyl Alcohol, 70%, 16 oz	EA							NO VALUE
CC60	Laundry Detergent, Enzyme-Powered Detergent	EA	AbilityOne	7930014942986					NO VALUE
CC61	Laundry Detergent Concentrated Solid, 9 lb Capsule, 4/CS	BX							NO VALUE
CC62	Laundry Detergents Powder Detergent W/Bleach,26 oz	EA							NO VALUE
CC63	Liquid Bleach, 1 Gal, 6/Case	CT							NO VALUE
CC64	Liquid Floor-Polish Stripper, 1/2 Gal, 6 / Case	CA							NO VALUE
CC65	Mild, Biodegradable Foaming Soap, Refill, 1200mL	EA							NO VALUE
CC66	Multi-Purpose Cleaner, Spray Bottle, 32 oz	CA							NO VALUE
CC67	Multi-surface Window Cleaner, Trigger Spray, 26oz	EA							NO VALUE
CC68	No Rinse Food Contact Hard Surface Sanitizer Concentrate, 2.5 Gal	BX							NO VALUE
CC69	Nonacid Anti-Biotic Bowl and Bathroom Cleaner, 1 Qrt	QS							NO VALUE
CC70	Oil, Vacuum Pump, For Cleaning Vacuum Pumps, 2Lbs, 1Qrt	EA							NO VALUE
CC71	Pads, Alcohol, Sterile, Individually Packaged, 200/BX	BX							NO VALUE
CC72	Petroleum Jelly,3 1/4 oz,Tube	EA							NO VALUE
CC73	Pine Oil Disinfectant Detergent	GL	AbilityOne	6840005843129					NO VALUE
CC74	Powder Cleanser, W/ Bleach, 21 oz	EA							NO VALUE
CC75	Powder Disinfectant Cleaner w/ Bleach, 21 oz	EA							NO VALUE
CC76	Powder Laundry Detergent 100, 2 oz Packets	CS							NO VALUE
CC77	Professional Grade Disinfectant, Washroom Cleaner, 1 Gal, 4/Case	EA							NO VALUE
CC78	Restroom Disinfectant, Mold & Mildew Remover, 32 oz	EA							NO VALUE
CC79	Rust / Corrosion Prevention Spray, Straw Spray, 12 oz, 1lb	EA							NO VALUE
CC80	Soap Dispenser, uses 2000 mL refills, Gray	EA							NO VALUE
CC81	Spray Multi-Purpose Cleaner, 25oz	BX							NO VALUE
CC82	Stain Remover, Pad, 2-3/4"X4-3/8	EA							NO VALUE
CC83	Sunscreen Towelettes,Wall Mountable Dispenser, SPF 30, 50 Wipes	EA							NO VALUE
CC84	Tile and Grout Protector, 1 qt, 6/pack	PK							NO VALUE
CC85	Toilet Bowl Cleaner w/ Bleach,24oz	EA							NO VALUE
CC86	Toilet Bowl Cleaner, 32 oz, 12/Gl	CT							NO VALUE
CC87	Waterless Hand Wipes 12" X 12", 75 Wipes/Bucket	EA							NO VALUE
CC88	Window Cleaner, Anti-Bacterial, 32oz, Trigger Bottle	EA							NO VALUE

Non-Motorized Cleaning Equipment & Waste Collection Supplies

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
NM01	Air Duster, 10 oz	EA							NO VALUE
NM02	Assorted Color Multi-purpose Cotton Baled Rags, 250/Bag, 50 lb	EA							NO VALUE
NM03	Bi-Level Deck Scrub Brush, Polypropylene Fibers, 10 Plastic Block, Tapered Hole	EA							NO VALUE
NM04	Biodegradable Waste Kits, 100 Pack, Absorbing Gel For Containment Of Human Waste	EA							NO VALUE
NM05	Bottle Brush, White, Polyester, 12"	EA							NO VALUE
NM06	Breaker Kit, Vacuum, For Use in Urinals and Toilets	EA							NO VALUE
NM07	Bristle Chip / Paint Applicator Brush - Sanded Wood Handle, 2"	EA							NO VALUE
NM08	Broom, Corn Fiber Bristles, 39" Wood Handle, Red/Yellow	EA	AbilityOne	7920002671218					NO VALUE
NM09	Brush, Acid, Horsehair, 3/8" W X 6 1/8" L	EA							NO VALUE
NM10	Bucket & Wringer Combo, 31 qt, 32.25" x 22.62" x 13.25"	EA							NO VALUE
NM11	Cart, 4 Shelves, 300 lbs Capacity (100 lbs per Shelf), 40-5/8" W x 20" D x 51" H	EA							NO VALUE
NM12	Clean Step Dirt Grabber Mat, 31-1/2 X 25-1/2, White, Holds A 60-Sheet Refillable Pad	EA							NO VALUE
NM13	Cleaning Towel 4-Ply Reinforced Medium Duty	MX	AbilityOne	7920008239773					NO VALUE
NM14	Cloth Disposable Wipes 6"X6-3/4", 160 Wipes, Germicidal	EA							NO VALUE
NM15	Cone Bowl Mop 12In Handle 4W Head White	EA							NO VALUE
NM16	Confidential Waste Container,23 Gal,Gray	EA							NO VALUE
NM17	Confidential Waste Container,65 Gal,Gray	EA							NO VALUE
NM18	Cut-End Wet Mop Head, Cotton, #16 Size, White	EA	AbilityOne	7920015133316					NO VALUE
NM19	Delicate Task Wipes, Cloth, 4-1/2 X 8-1/2, 280/Box	BX	AbilityOne	7920007218884					NO VALUE
NM20	Detail Brush,Wood W/S	EA	AbilityOne	7920009003577					NO VALUE
NM21	Disinfectant Towlettes 160/Cn, Large	CN							NO VALUE
NM22	Disinfectant Mop Bucket,28 qt,Yellow/Grey	EA							NO VALUE
NM23	Disinfectant Wipes Refill Antibacterial Size 8" X 6" 700 / Canister	EA							NO VALUE
NM24	Disinfectant Wipes Refill, 12" x 12", 110 Wipes	CS							NO VALUE
NM25	Disinfectant Wipes, Anti-bacterial, Micro-Fiber, 80 Wipes	EA							NO VALUE
NM26	Disinfectant Wipes, 35 Wipes Pack	EA							NO VALUE
NM27	Disinfectant Wipes, Anti-bacterial, 35 Wipes	EA							NO VALUE
NM28	Disinfectant Wipes, Anti-bacterial, 56 Wipes	EA							NO VALUE
NM29	Disinfectant Wipes, Anti-bacterial, 6 X 8, White, 160/Canister	EA							NO VALUE
NM30	Disinfectant Wipes, Anti-bacterial, 75 Wipes, 6/Ct. Lemon Scent	BX							NO VALUE
NM31	Disinfectant Wipes, Anti-bacterial, Cloth, 7 X 8, 75/Canister, 6/Carton	EA							NO VALUE
NM32	Disinfectant Wipes, Cloth, 7 X 8, 35/Canister, 12/Carton	CT							NO VALUE
NM33	Disinfectant Wipes, Desk and Office Wipes, 7" X 8", 25 Ct, Citrus Scent	EA							NO VALUE
NM34	Disinfectant Wipes, Extra-Thick, Super-Absorbent 8" X 6", 700 wipes	BG							NO VALUE
NM35	Disinfectant Wipes, Germicidal, 6" X 6-3/4", 160 Wipes	EA							NO VALUE
NM36	Disinfectant Wipes, Sanitizing Surface,100/Pk, 7.75" X 10.5", 100/Canister, 6/Carton Premoistened Wipes, White	CT							NO VALUE
NM37	Disposable Dust Cloth, 5" X 6" Sheets on a 30' Roll, 60 Sheets/Roll	EA							NO VALUE
NM38	Disposable Dust Cloth, 8" x 125' Roll, 250 Sheets/Roll	EA							NO VALUE
NM39	Disposable Microfiber Dust Cloth 7" X 13 4/5", 250 Sheets/Roll	EA							NO VALUE
NM40	Dry Pad, Brown, 9" L X 6" W, 5/Pack	PK							NO VALUE
NM41	Dry Pad, Green, 18" L X 5" W	EA							NO VALUE
NM42	Dry Pad, Green, 24" L X 5" W	EA							NO VALUE
NM43	Dry Pad, Green, 36" L X 5" W	EA							NO VALUE
NM44	Dust Pan & Brush Set, 18" W x 5.25" H x 14.25" L	EA							NO VALUE
NM45	Duster Or Dust Pan Brush	EA	AbilityOne	7920001788315					NO VALUE
NM46	Economizer Wipes, 9-7/8 X 16-1/2, 100/Bx, 8/Carton	CT	AbilityOne	7920015122413					NO VALUE
NM47	Emery Cloth, 11" x 9",Fine Grit, 50/Pack	PK							NO VALUE
NM48	Eraser Sponge - Foam Pad, 3" X 3", White	EA							NO VALUE
NM49	Eraser Sponge - Foam Pad, 3" X 3", White, 4/Box	CT							NO VALUE
NM50	Fire-Resistant Wastebasket, Fiberglass, 14 qt	EA							NO VALUE
NM51	Fire-Resistant Wastebasket, Fiberglass, 28 qt	EA							NO VALUE
NM52	Fire-Resistant Wastebasket, Fiberglass, 7 qt	EA							NO VALUE
NM53	Fire-Resistant Wastebasket, Round, Steel, 6.5 Gal	EA							NO VALUE
NM54	Fire-Resistant Wastebasket,28 Qt,14-1/2"X10-1/2"X15-1/2"	EA							NO VALUE
NM55	Fiat Mop, Handle Holds 15 oz of Solution w/ Push Button to Dispense, Handle 54", Mop Pad 16" L X 3-3/4" W,	EA							NO VALUE
NM56	Foodservice Towels, Concentrate-formulated towels creates 1 Gal of sanitizing solution, 20" x 13.5", 72 Towels/Box, Pink	EA							NO VALUE
NM57	Foot Pedal Operated Lid Receptacle, 30 Gal, Black	EA							NO VALUE
NM58	Foot Pedal Operated Lid Receptacle, 30 Gal, Red	EA							NO VALUE
NM59	Foot Pedal Operated Lid Receptacle,12 G.Beige	EA							NO VALUE
NM60	Foot Pedal Operated Lid Receptacle,12 G.Red	EA							NO VALUE
NM61	Foot Pedal Operated Lid Receptacle,12 G.White	EA							NO VALUE
NM62	Foot Pedal Operated Lid Receptacle,18 G.Beige	EA							NO VALUE
NM63	Foot Pedal Operated Lid Receptacle,18 G.Red	EA							NO VALUE
NM64	Foot Pedal Operated Lid Receptacle,18 G.White	EA							NO VALUE
NM65	Foot Pedal Operated Lid Receptacle,23 G.Red	EA							NO VALUE
NM66	Foot Pedal Operated Lid Receptacle,23 G.White	EA							NO VALUE
NM67	Foot Pedal Operated Lid Receptacle,4.5 G. White	EA							NO VALUE
NM68	Foot Pedal Operated Lid Receptacle,8 G.Beige	EA							NO VALUE
NM69	Foot Pedal Operated Lid Receptacle,8 G.Red	EA							NO VALUE
NM70	Foot Pedal Operated Lid Receptacle,8 G.Red	EA							NO VALUE
NM71	General Purpose Hand Pad, 6 In X 9 In, 20 Pads/Box 3 Boxes/Case	EA							NO VALUE
NM72	General-Purpose Utility Wipes Container Type, Sheets/Package: 176	EA							NO VALUE
NM73	Gym Equipment Wipes, Antibacterial, 8" X 6", White, 700/Canister	EA							NO VALUE
NM74	Hand Wipes, Sanitizing, Individually Packaged, 100/Bx	BX							NO VALUE
NM75	Heavy-Duty Waste Container, Square, Polyethylene, 95 Gal, Gray	EA							NO VALUE
NM76	Hospital Cleaner Disinfectant Towels With Bleach, 8/CS	CS							NO VALUE
NM77	Industrial Cloth Rags, 50 lbs Bail, White	EA							NO VALUE
NM78	Janitor Cart, 7.25 cu. ft. Locking Cabinet, 5 cu. ft.Storage Space, Plstc/Alum, For use with Microfiber products, Black	EA							NO VALUE
NM79	Lamp Recycling Kit, Length 48", Depth 12", Width 12", For Use With 4-ft. Linear Lamps	EA							NO VALUE
NM80	Looped-End Mop Head, Recycled Fibers, Medium Size	EA	AbilityOne	7920015133303					NO VALUE
NM81	Mat Pad Absorbent 16X20, Absorbs Water, Oil, Coolant and Solvents	BG							NO VALUE
NM82	Medium Deskside Recycling Container - 28-1/8 Qt., Blue, 10-1/4" W X 15" H X 14-3/8"	EA							NO VALUE
NM83	Medium Duty Sponge, 3.6" X 6.3"	EA							NO VALUE
NM84	Microfiber Cloth,Blue,16x16 In,PK 12	PK							NO VALUE
NM85	Microfiber Cloth,Green,16x16 In,PK 12	PK							NO VALUE
NM86	Microfiber Cloth,Red,16x16 In,PK 12	PK							NO VALUE
NM87	Microfiber Cloth,Yellow,16x16 In,PK 12	PK							NO VALUE
NM88	Microfiber Damp Pad, Wet Room Pad, 18" Blue	EA							NO VALUE
NM89	Microfiber Damp Pad, Wet Room Pad, 18" Green	EA							NO VALUE
NM90	Mop Bucket Wringer Combo, 35-Quart Mopping Trolley, Side Press, Yellow	EA							NO VALUE
NM91	Mop Bucket Wringer Combo, 3" Casters, 26 Qt., Yellow	EA	AbilityOne	7920013433776					NO VALUE
NM92	Mop Bucket/Sideward Pressure Wringer Combination, 44 qt	EA							NO VALUE
NM93	Mop Handle, 48" to 72", Aluminum, Yellow	EA							NO VALUE
NM94	Mop Wringer, Down Press, 32 oz, Yellow	EA							NO VALUE
NM95	Mop, 4-ply, Web Foot, Looped-end Synthetic Yarn, Medium	EA							NO VALUE
NM96	Mop, Ez Scrub, Mcro,10Pk,Gn	PK	AbilityOne	7920015749445					NO VALUE
NM97	Mop/Broom Handle, Fiberglass, 60" Handle	EA							NO VALUE
NM98	Natural Cellulose Sponge Size 3 5/8" X 5 3/4" X 1 3/4" Inches	PG	AbilityOne	7920002402555					NO VALUE

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
NM99	Non Lint Blue Industrial Cloths, 250/Bag, 50 lb	EA							NO VALUE
NM100	Nylon Duel End Multi-Purpose Cleaning Brush, 7-1/8" X .014"	EA							NO VALUE
NM101	Pad,Scouring,Commercial 3Pk	PK							NO VALUE
NM102	Pail W/Lid Battery Recycling Kit, 3.5 Gal	EA							NO VALUE
NM103	Plastic Pail Lid,Spout w/Tear Tab, White	EA							NO VALUE
NM104	Plastic Pail, 5 Gal, Round,Cap, White	EA							NO VALUE
NM105	Plastic Spray Bottle, Trigger Type Atomizer Cap, Adjustable Spray 16 Fluid Ounce Capacity 1 Or 2 Ounce Graduations Color Opaque	EA	AbilityOne	8125004887952					NO VALUE
NM106	Premoistened Sanitizing Wipes, Cloth, 6" X 8", 175/Canister, 6/Carton	EA							NO VALUE
NM107	Prep Wipes, 12" X 12-1/4", 90/Pack	CT							NO VALUE
NM108	Preprinted Bottle, 32 oz,White	EA							NO VALUE
NM109	Rectangle Wastebasket, 28 Quart, 14-1/2" X 10-1/2" X 15", Black	EA							NO VALUE
NM110	Rectangular Wastebasket,28-1/8 Qt,10-1/4" X 14-3/8" X 15",Black	EA							NO VALUE
NM111	Rectangular Wastebasket,7 G,Beige	EA							NO VALUE
NM112	Rectangular Wastebasket,7 G,Black	EA							NO VALUE
NM113	Rectangular Wastebasket,7 G,Gray	EA							NO VALUE
NM114	Recycling Container, 28-1/8 Quart, 14" X 10" X 15"	EA							NO VALUE
NM115	Recycling Container,23G, Green	EA							NO VALUE
NM116	Recycling Container,Document Style,Gray,24-7/8 In	EA							NO VALUE
NM117	Recycling Containter, 28-1/2 Quart, 14-1/2"X10-1/2"X15"	EA							NO VALUE
NM118	Recycling Cube Truck, 500 Lb.-Cap, 31"W X 43 3/4"D X 37"H, Blue	EA							NO VALUE
NM119	Repair Kit, Toilet, For Use With Flush Valves, 4.5 GPF, 4.8 Ounces	EA							NO VALUE
NM120	Replacement Cartridge For Waterfree Urinals, 20 Cartridges, 20 Diverter Shields, 20 Sealant Packs, 1 Metal Cartridge Removal Key, 5 Gloves, 5 Disposal Bags, And	EA							NO VALUE
NM121	Respirator Cleaning Wipes, Alcohol-Free, For Use With Full And Half Facepiece Respirators	EA							NO VALUE
NM122	Roll Out Container, 12" Wheels, 65 Gallon	EA							NO VALUE
NM123	Roll Out Container, Lid, Heavy-Duty, 8" Nonmarring Rubber Wheels, Lift Bar,50 Gal, Blue	EA							NO VALUE
NM124	Round Wastebasket, 20 Qt, 11-1/2"X14", Steel Mesh, Black	EA							NO VALUE
NM125	Sanitizing Wipes, 110 Wipes, 6/Ct	CT							NO VALUE
NM126	Scouring Pad, Medium Grade, Nylon, Green, 10/ Pack .	PK	AbilityOne	7920007535242					NO VALUE
NM127	Scrub Brush, W/ Iron Handle, Abrasion Resistant, 6"	EA							NO VALUE
NM128	Shop Towels, Stands Up To Tough Industrial Cleaning Tasks. Can Be Rinsed And Reused. Made From Technologically Advanced Extra-Strong Hydroentangled Fab	CS	AbilityOne	7920012330483					NO VALUE
NM129	Shredder Bags	BX	AbilityOne	8105013994793					NO VALUE
NM130	Shredder Bags	BX	AbilityOne	8105015574974					NO VALUE
NM131	Shredder Bags	BX	AbilityOne	8105015574976					NO VALUE
NM132	Shredder Bags	BX	AbilityOne	8105015574982					NO VALUE
NM133	Small Deskside Recycling Container, Rectangular, Plastic, 13 5/8 Qt, Blue	EA							NO VALUE
NM134	Smoking Receptacles, 13"x39", Weather Resistance, Black. Features a 360-degree disposal opening, domed top for weather-resistance, and all-metal construction	EA							NO VALUE
NM135	Spec Patches Pkg Of 1000, Unbleached Flannel Patches, 223 Mil	PK							NO VALUE
NM136	Spill Containment Berm, 4' x 6' x 8"	EA							NO VALUE
NM137	Square Recycling Container, 23 Gal,14-1/2"X14-1/2"X28"	EA							NO VALUE
NM138	Stabilized hydrogen peroxide saniter-virucide cleaning solution, EPA Registered, 1 Gallon, 4/pack	CA							NO VALUE
NM139	Three-Compartment Hinged Container, 9"	CS							NO VALUE
NM140	Tilt-Angle Broom, 46"L Handle, 6-7/16"X2"X1-1/16",	EA	AbilityOne	7920014588208					NO VALUE
NM141	Toilet Bowl Brush, 14.5 In, White Plastic	EA							NO VALUE
NM142	Toilet Bowl Mop W/12" Plastic Handle	EA							NO VALUE
NM143	Toothbrush Style Wire Brush,Non-Sparking, 6", Wood Handle, 1/2" Brush Trim	BX							NO VALUE
NM144	Total Recycled Content Bags	BX	AbilityOne	8105013962329					NO VALUE
NM145	Total Recycled Content Bags	CT	AbilityOne	8105013862399					NO VALUE
NM146	Trash Can Liners	CT	AbilityOne	8105015171363					NO VALUE
NM147	Trash Can Liners	BX	AbilityOne	8105015574984					NO VALUE
NM148	Trash Can Liners Roll Puncture And Tear Resistant Linear Low Density	BX	AbilityOne	8105015171364					NO VALUE
NM149	Trash Can Liners, 10 Gal, 1000/box	EA	AbilityOne	8105015171370					NO VALUE
NM150	Trash Can Liners, 31-33 Gal, 11 Mic 500/Pk High Density Liners	EA							NO VALUE
NM151	Trash Can Liners, 33 Gal, 2 Mil,Black, 33" X 39", 100/Carton	CT							NO VALUE
NM152	Trash Can Liners, 33" x 39",250/Pack	PK							NO VALUE
NM153	Trash Can Liners, 55-60 Gal, Heavy Duty, 25/Pk	EA							NO VALUE
NM154	Trash Can Liners, 56 Gal, 43" X 47", 100/CS	CS							NO VALUE
NM155	Trash Can Liners, 57 Gal, Brown, 36X58	BX	AbilityOne	8105011839764					NO VALUE
NM156	Trash Can Liners, 60 Gal, 2 Mil, Black, 38" X 58", 100/Carton	CT							NO VALUE
NM157	Trash Can Liners, 7-10 Gallon, 24" x 23" - 0.6mL Thickness - 500 / Box, Clear	BX							NO VALUE
NM158	Trash Can Liners, 8 Gallon, White, 130/Box	BX							NO VALUE
NM159	Trash Can Liners, Heavy Duty - 33 Gal., Loads Up To 75 Lbs., 125/Box, 33" X 39", Brown	BX	AbilityOne	8105011839769					NO VALUE
NM160	Trash Can Liners, Heavy Duty, Recycled, 60 Gal, 100/Carton, 36" X 58", Brown	CT	AbilityOne	8105013862410					NO VALUE
NM161	Trash Can Liners, Heavy-Duty, 13 Gal, 24" X 31", 150/Bx, White	BX							NO VALUE
NM162	Trash Can Liners, Heavy-Duty, 20-30 Gal, 9-4/10" X 9-1/4", 100/Bx, Black	BX							NO VALUE
NM163	Trash Can Liners, Heavy-Duty, 33 Gal, 80Ct, Black	CT							NO VALUE
NM164	Trash Can Liners, High Density, 40-45 Gal, Loads Up To 30 Lbs., 250/Case, 40" X 48", Clear	CT	AbilityOne	8105015171345					NO VALUE
NM165	Trash Can Liners, Max Performance	BX	AbilityOne	8105011506256					NO VALUE
NM166	Trash Can Liners, Max Performance	BX	AbilityOne	8105011839768					NO VALUE
NM167	Trash Can Liners, Max Performance, High Density	CT	AbilityOne	8105015171365					NO VALUE
NM168	Trash Can Liners, Med. Duty,15 Gal Cap, 23"X24", 250/Bx, Clear	BX	AbilityOne	8105011958730					NO VALUE
NM169	Trash Can Liners, Micron Natural, 40" X 48", 40-45 Gal, 250/carton	CT							NO VALUE
NM170	Trash Can Liners, Recycled 40-45 Gal., 2.0 Mil, 40" X 46", Black, 100	CT	AbilityOne	8105015346819					NO VALUE
NM171	Trash Can Liners, Recycled 55-60 Gal, 2 Mil, 38" X 58", Black, 100/Carton	CT							NO VALUE
NM172	Trash Can Liners, Recycled, 55-60 Gal, 1.8Mil, 38"X58", 100/Box, Black	BX	AbilityOne	8105015173668					NO VALUE
NM173	Trash Can Liners, Super Hexene Resin, 39" X 56", 55-60 Gal, 50/Carton	CT							NO VALUE
NM174	Trash Can Liners,36" x 58",50/Pack	PK							NO VALUE
NM175	Trash Receptacle: 33 Gallon, 20" Diameter, 35" Height	EA							NO VALUE
NM176	Trigger Sprayer Fits 32oz Bottle	EA							NO VALUE
NM177	Trigger Sprayer, 10", White/Red	EA							NO VALUE
NM178	Trigger Sprayer,24 or 32 oz,Red/White	EA							NO VALUE
NM179	Upright Dust Pan,W/Rear Wheels,11-5/16"X12-4/5"X5",Black	EA							NO VALUE
NM180	Utility Bag,14" x 10",Pk 1000	PK							NO VALUE
NM181	Utility Cart, 2 Shelves, 500 lbs Capacity (250 lbs per Shelf), 39" L x 18" W x 33" H	EA							NO VALUE
NM182	Utility Cart, 2 Shelves, 500 lbs Capacity (250 lbs per Shelf), 45" L x 26" W x 33" H	EA							NO VALUE
NM183	Vacuum Breaker, 3/4", Brass, 125 Max Pressure, 180 Degree Max Temp	EA							NO VALUE
NM184	Vacuum Cartridge Filter for Wet/Dry Vacuum, Round, 7.5" H X 7.8" Outer Diameter	EA							NO VALUE
NM185	Waste basket w/ foot pedal, 12G1, white	EA							NO VALUE
NM186	Waste Containers Recycling Receptacles, Three 28-Gal Bins, Black,	EA							NO VALUE
NM187	Waste Receptacle, 18 Gal, 19-3/4" X 16-1/8" X 26-1/2", Beige	EA							NO VALUE
NM188	Waste Receptacle, 23 Gal, Recycling	EA							NO VALUE
NM189	Waste Receptacle, 23.5Qt, Round,Black	EA							NO VALUE
NM190	Waste Receptacle, 3.5 Gal, Black	EA							NO VALUE
NM191	Waste Receptacle, 30 Gal, 20" X 35-1/2", Open Top, Fire-Safe Steel, Black	EA							NO VALUE
NM192	Waste Receptacle, 7 Gal, Medium,Beige	EA							NO VALUE
NM193	Waste Receptacle, 7 Gal, Medium,Beige	EA							NO VALUE
NM194	Waste Receptacle, 10 Gal, Fire Safe,Beige	EA							NO VALUE
NM195	Waste Receptacle,38 Gal, Canopy Top	EA							NO VALUE
NM196	Waste Receptical, 5 Gal, Round, Fire Safe, Steel	EA							NO VALUE
NM197	Waste Recepticle, 23 Gal, 19.8" X 16.1" X 32.5"	EA							NO VALUE
NM198	Water Filter Cartridge,5 Microns,PK 2	PK							NO VALUE

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
NM199	Wet Umbrella Bags, Recyclable, 1000/Bg, Clear/Black	BX							NO VALUE
NM200	White Multi-purpose Cotton Baled Rags, 250/Bag, 50 lb	EA							NO VALUE
NM201	White Waste Receptical with Foot-Pedal Operated Lid, 23 Gal	EA							NO VALUE

Paper Products and Related Dispensers

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
PP01	Bathroom Tissue Roll, 9" Dia, 1000' Long, 12/Carton	CT	AbilityOne	8540015909073					NO VALUE
PP02	Bathroom Tissue, 1 Ply Quantity: 1,000sheets/Roll, 96 Packs / Case, White	EA							NO VALUE
PP03	Bathroom Tissue, 1 Ply, 9", 12 Rolls/Case	CA							NO VALUE
PP04	Bathroom Tissue, 1-Ply, 1210 Sheets/Roll, 80 Rolls/Carton	BX	AbilityOne	8540005303770					NO VALUE
PP05	Bathroom Tissue, 1-Ply, 2000', White, 12 / Box	BX	AbilityOne	8540015909072					NO VALUE
PP06	Bathroom Tissue, 1-Ply, 308 Sheets, 48/Ct, White	BX							NO VALUE
PP07	Bathroom Tissue, 2 Ply, 3'-3/4X4', 865 Sheets/Roll, 36 Rolls/Cs	CA							NO VALUE
PP08	Bathroom Tissue, 2 Ply, 1000 Sheets/Roll, 12 Rolls/Cs	CA							NO VALUE
PP09	Bathroom Tissue, 2 Ply, 4.5"X3.75", 500 Sheets/Roll, 96 Rolls/Cs	CA							NO VALUE
PP10	Bathroom Tissue, 2 Ply, 9", 12 Rolls/Case	CA							NO VALUE
PP11	Bathroom Tissue, 2 Ply, Compact, Coreless, 18/PK	PK							NO VALUE
PP12	Bathroom Tissue, 2-Ply, 450 Sheets/Roll, 80 Rolls/Ct	CT							NO VALUE
PP13	Bathroom Tissue, 2-Ply, 500 Sheets/Roll, 40 Rolls/Carton, 4-1/2" X 4-1/2", 30% Post-Consumer Content	BX	AbilityOne	8540015547678					NO VALUE
PP14	Bathroom Tissue, 2-Ply, 500 Sheets/Roll, 96 Rolls/Ct	CT							NO VALUE
PP15	Bathroom Tissue, 2-Ply, 550 Sheets/Roll, 80Roll/Ct, White	BX							NO VALUE
PP16	Bathroom Tissue, 2-Ply, Nonperforated, 9" Diameter, 3.7" X 1000' Roll, 12 Rolls / Case, White	EA							NO VALUE
PP17	Bathroom Tissue, 2-Ply, Premium 400 Sheets/Roll, 60 Rolls/Ct, 4-1/2"X4"	BX							NO VALUE
PP18	Bathroom Tissue, 2-Ply, 500 Sheets/Roll, 80 Rolls/Carton, 4-1/2" X 4-1/2" Sheets, White	EA	AbilityOne	8540013800690					NO VALUE
PP19	Dispenser, Bathroom Tissue, 9" Cap	EA							NO VALUE
PP20	Dispenser, Bathroom Tissue, Fits 2 Side-by-Side Rolls, 7.12" x 10.12" x 6.75	EA							NO VALUE
PP21	Dispenser, Toilet Seat Cover, White	EA							NO VALUE
PP22	Facial Tissue	PK	AbilityOne	8540002818360					NO VALUE
PP23	Facial Tissue, 8.4" X 8.4" Sheet Size, 95 Tissues/Box, 36 Boxes/Case	BX							NO VALUE
PP24	Facial Tissue, 125/Pk 48/Cs	EA							NO VALUE
PP25	Facial Tissue, 2Ply, 100 Sh/Bx	BX							NO VALUE
PP26	Facial Tissue, 2-Ply, 65 Tissues/Box, 48 Boxes/Ct, White	CT							NO VALUE
PP27	Facial Tissue, 2-Ply, 95 Tissues/Box, 36 Box/Case, White	CA							NO VALUE
PP28	Facial Tissue, 2-Ply, Flat Box, 100 Tissues/Box, 30 Box/Case	CA							NO VALUE
PP29	Facial Tissue, 3-Ply, Antiviral, Pop-Up Cube, 75 / Box, 27 / Ctn	CT							NO VALUE
PP30	Facial Tissue, 3-Ply, Interfold 15-1/4" x 16-1/2" inches. Soft, non-abrasive wipe for cleaning, wiping, and polishing delicate surfaces	EA	AbilityOne	7920009651709					NO VALUE
PP31	Facial Tissue, 40 Tissues/Box, White	EA							NO VALUE
PP32	Facial Tissue, 8-7/16" X 8-5/8", 95 Tissues/Box, White	EA							NO VALUE
PP33	Facial Tissue, 95/Box, 36 Boxes/Carton	CT							NO VALUE
PP34	Facial Tissue, Anti-Viral, 8-5/8" X 8-7/16", 75 Tissues/Box, White	EA							NO VALUE
PP35	Facial Tissue, Cube Box, 95 Tissues/Box, 6 Box/Pack	PK							NO VALUE
PP36	Facial Tissue, W/ Aloe/Vitamin E, 8-5/8" X 8-7/16", 80 Tissues/Box, White	EA							NO VALUE
PP37	Facial Tissue, 100, 2-Ply, 4-1/2"X8-3/5"X1-4/5", 100 Sh/Bx	PK	AbilityOne	8540007935425					NO VALUE
PP38	Hand Cleaning Towels, 10-1/2Wx12-1/4In. L	EA							NO VALUE
PP39	Paper Towel	BX	AbilityOne	7920014487053					NO VALUE
PP40	Paper Towel	BX	AbilityOne	8540013590798					NO VALUE
PP41	Paper Towel Dispenser, Wall Mount, Capacity: 500 C-Fold, 600 Multifold, 250 Large Fold, 15" H x 11-1/4" W x 4" D	EA							NO VALUE
PP42	Paper Towel, 1 Ply, 800', 6 in Pack, White	PK							NO VALUE
PP43	Paper Towel, 12-1/2" X 13-3/8", 475/Roll, Red	EA							NO VALUE
PP44	Paper Towel, 1-Fold, 10-1/4" X 9-1/4", White, 250/Pack, 16/Carton	CT							NO VALUE
PP45	Paper Towel, 2-Ply 10-1/4" X 9-1/2", 125/Pack, 16 Pack /Carton, White	CT							NO VALUE
PP46	Paper Towel, 2-Ply 52 Sh/RI, 30 RI/Ct, White	BX							NO VALUE
PP47	Paper Towel, 2-Ply, 11" X9", 70 Sheets/ Roll, 15 Rolls/Ct, White	CT							NO VALUE
PP48	Paper Towel, 2-Ply, 120 Sheets/Roll, 11" X 9", Brown, Recycled	CT							NO VALUE
PP49	Paper Towel, 2-Ply, 140 Sheets, 12/Ct, White	CT							NO VALUE
PP50	Paper Towel, 2-Ply, 30 Rolls/Carton, 120 Sheets/Roll, Brown	CT							NO VALUE
PP51	Paper Towel, 2-Ply, Multifold, 9-1/4" x 9-1/2", 125/Pack	BX							NO VALUE
PP52	Paper Towel, 7.5"X 8" 100/Roll, 6 Rolls/Cs	CA							NO VALUE
PP53	Paper Towel, 8-1/8" X 12-1/2", 175 Towel/Pack, 25 Packs/Ct, White	CT							NO VALUE
PP54	Paper Towel, 9 1/4" X 10 3/4" Single Fold, 250/ Pack, 16 Packs/Case, 4000 Units/Case, Brown	CA							NO VALUE
PP55	Paper Towel, Big Fold, 10-1/4" X 11", 220/Pack, 10/Carton, White	CT							NO VALUE
PP56	Paper Towel, Centerpull Roll, 600', 7" X 12", 6/Cs, 100% Recycled, White	CA							NO VALUE
PP57	Paper Towel, C-Fold	CT	AbilityOne	8540014940909					NO VALUE
PP58	Paper Towel, C-Fold, 13" x 10", 200/pack, 9 packs/BX	BX							NO VALUE
PP59	Paper Towel, C-Fold, 4 Inch Deep Fold, 10 1/4 Inches Width Count 200 12 Packs	BX	AbilityOne	8540002910392					NO VALUE
PP60	Paper Towel, Heavy Duty, 13.5X16.5, 1000Ct	MX	AbilityOne	7920008239772					NO VALUE
PP61	Paper Towel, Multi-Fold, 9 1/5" X 9 2/5", White, 250/Pack, 16/Carton	BX							NO VALUE
PP62	Paper Towel, Multi-Fold, 9-1/4"X 9-1/2", 4000/Ct, Brown	CT							NO VALUE
PP63	Paper Towel, Multi-Fold, 9-1/4"X 9-1/2", 4000/Ct, White	BX							NO VALUE
PP64	Paper Towel, Multi-Fold, 9-1/5" X 9-2/5", White, 150/Pack, 8/Carton	CT							NO VALUE
PP65	Paper Towel, Multi-Fold, 9-1/4"X 9-1/2", 4000/Ct, White	CT							NO VALUE
PP66	Paper Towel, Multi-Fold, 9-4/10"X9-1/4", 4000 Sheets/Ct, Natural	CT							NO VALUE
PP67	Paper Towel, Nonperforated Roll, 8" X 600', White, 6/Case	CT	AbilityOne	8540015923323					NO VALUE
PP68	Paper Towel, Non-Perforated, 7-7/8"X800', 6/Ct, 7 7/8 Width, Brown	CT	AbilityOne	8540015915823					NO VALUE
PP69	Paper Towel, Non-Perforated, 7-7/8"X300', 12/Ct, White, Roll Towel Are Designed For Use With Most Dispensing Systems	CA	AbilityOne	8540015923021					NO VALUE
PP70	Paper Towel, Perforated, 7-3/4" X 15", Wt, 320/Roll, 6/Carton	CT	AbilityOne	8540015909069					NO VALUE
PP71	Paper Towel, Perforated, 100% Recycled, 90 Towel/Roll, 30/Carton, White	CT							NO VALUE
PP72	Paper Towel, Perforated, 2-Ply, 11" X 11" Sheets, 52 Sheets/Roll; 30 Rolls/Case, White	CT							NO VALUE
PP73	Paper Towel, Perforated, 8-13/16"X11", 100Sheet / Roll, 30 Roll/Ct	CT							NO VALUE
PP74	Paper Towel, Perforated, 8-7/8" X 11", 96/Roll, 1/Carton	CT							NO VALUE
PP75	Paper Towel, Roll, 1-Ply, Brown, 7-7/8" X 400', 12/pack	CT							NO VALUE
PP76	Paper Towel, Roll, 2-Ply, 11" X 8", White, 80 Sheets/Roll, 30/Carton	CT							NO VALUE
PP77	Paper Towel, Roll, 2-Ply, 8-13/16" X 11", White, 85 Sheets/Roll	EA							NO VALUE
PP78	Paper Towel, Roll, 8" X 950', White, 6 Rolls/Carton	CT							NO VALUE
PP79	Paper Towel, Single Fold, 250 Towels/Bundle, 16 Bundles/Box, 9-1/4" W, 40% Post-Consumer Content	BX	AbilityOne	8540014940911					NO VALUE
PP80	Paper Towel, C-Fold, White, 12-3/4 X 10-1/8, 1-Ply, 150/Pack, 16 Packs/Carton	CT							NO VALUE
PP81	Paper Towel, Foodservice General Purpose Wipes, 12-1/2"X14-7/16", 18 Pk/Ct	CT	AbilityOne	7920011773633					NO VALUE
PP82	Paper Towel, Perforated, 11" X 8 4/5", 84/Roll, White	EA							NO VALUE
PP83	Paper Towel, Perforated, 85 Sheets/Roll	RL							NO VALUE
PP84	Safety Absorbent Multi Purpose Spill & Leak Pad, 30" X 150"	RL							NO VALUE

Motorized Floor Cleaning Equipment

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
MF01	Carpet Cleaner, Upright, 5 Gal Tank, 11" Cleaning Path, Five Rotating Scrub Brushes, Three Speeds	EA							NO VALUE
MF02	Carpet Extractor, w/ Onboard Heater, Electric, 15 Gal Tank, 2.5 Hp, 13" Cleaning Path, 3 Stage Vacuum Motor	EA							NO VALUE
MF03	Floor Buffer, 1.5 Hp, Two Speeds - 320/175 Rpm, 20" Frame	EA							NO VALUE
MF04	Floor Buffer, High Speed, 1.5 Hp, 175 Rpm Brush Speed, 20" Frame, Weight 112 lbs, 50 Ft Power Cord	EA							NO VALUE
MF05	Floor Buffer, Super Heavy Duty, 1.5 Hp, 175 Rpm, 66-Frame, A/C Motor, 21" Frame, All Metal Construction	EA							NO VALUE
MF06	Floor Buffer/Burnisher/Polishers, 1,090 RPM, 19" Burnishing Size, 20" Cleaning Path, For Wood/Tile	EA							NO VALUE
MF07	Floor Buffer/Burnisher/Polishers, 1,500 RPM, 19" Burnishing Size, 20" Cleaning Path, For Wood/Tile	EA							NO VALUE
MF08	Floor Buffer/Polisher, High Speed, 1,500 RPM, 20" Frame, 20" Cleaning Path	EA							NO VALUE
MF09	Floor Burnisher, Ultra High Speed, 1.5 Hp D/C Motor, 1500 Rpm, 19"	EA							NO VALUE
MF10	Floor Burnisher, Ultra High Speed, 1.5 Hp D/C Motor, 1500 Rpm, 21"	EA							NO VALUE
MF11	Floor Burnisher, Ultra High Speed, 1.5 Hp D/C Motor, 2000 Rpm, 21"	EA							NO VALUE
MF12	Floor Burnisher/Polisher, 175 RPM, 20" Polish/Cleaning Size, For Floor/Carpet	EA							NO VALUE
MF13	Floor Pad Buffing, 20 Maximum Rpm: 600 Grit Grade: Medium Material: Polyester Fibers	EA	AbilityOne	7910015012973					NO VALUE
MF14	Floor Polisher, Heavy Duty, 1.5 HP, 175 PRM, 21" Brush Size, 114 lbs, 50' Power Cord	EA							NO VALUE
MF15	Floor Scrubber, Super Heavy Duty, 1.5Hp, 175 Rpm, 66-Frame, A/C Motor, 19" Frame, All Metal Construction	EA							NO VALUE
MF16	Floor Scrubber, Ultra Quiet, 1.5Hp, 175 Rpm, 66-Frame, A/C Motor, 19" Frame, All Metal Construction	EA							NO VALUE
MF17	Floor Wand Attachment for use with Compact Carpet Extractors, 3 Jet Sprays, Foam Handle, Trigger Spray	EA							NO VALUE
MF18	Vacuum Cleaner, Upright, Bagless, Washable Filter, 9 Amps Motor, 15" Cleaning Width, 7 Position Carpet Height\	EA							NO VALUE
MF19	Vacuum Cleaner, Upright, 1000W Motor, 14" Cleaning Width, 4 position carpet adjustment	EA							NO VALUE
MF20	Vacuum Cleaner, Upright, 12" Cleaning Width	EA							NO VALUE
MF21	Vacuum Cleaner, Upright, 14" Cleaning Width	EA							NO VALUE
MF22	Vacuum Cleaner, Upright, 14", Heavy Duty Triple Filtration, 6 Position Brush Height Adjustment, 40 Foot Power Cord, Crevice Tool, Swivel Wand, Flex Hose	EA							NO VALUE
MF23	Vacuum Cleaner, Upright, 15" Cleaning Width	EA							NO VALUE
MF24	Vacuum Cleaner, Upright, 16"X14"X18", 13" Cleaning Width, Black	EA							NO VALUE
MF25	Vacuum Cleaner, Upright, 17.8 Lbs, Shadow Metallic	EA							NO VALUE
MF26	Vacuum Cleaner, Upright, 5 Amps Motor, 44" Vacuum Cleaner Height, 12 Lbs, 4 Position Carpet Height, 12" Cleaning Path	EA							NO VALUE
MF27	Vacuum Cleaner, Upright, 6500 Rpm, 35' Cord, Fire-Resistant, Red	EA							NO VALUE
MF28	Vacuum Cleaner, Upright, Bagless, 10 A motor, 15" Cleaning Width, Washable Filter	EA							NO VALUE
MF29	Vacuum Cleaner, Upright, Bagless, 12 Amp Motor, 15" Cleaner Width, 180 Degree Reach, Quiet settings	EA							NO VALUE
MF30	Vacuum Cleaner, Upright, Bagless, 12 Amp Motor, 15" Cleaning Width	EA							NO VALUE
MF31	Vacuum Cleaner, Upright, Bagless, 12 Amp Motor, 5 Level Height Adjustment	EA							NO VALUE
MF32	Vacuum Cleaner, Upright, Bagless, 15 Lbs	EA							NO VALUE
MF33	Vacuum Cleaner, Upright, Bagless, Rinsable Filter, 5 setting height adjustment	EA							NO VALUE
MF34	Vacuum Cleaner, Upright, Bagless, Washable Filter, 12 Amp Motor, 13.5" Cleaning Path, 5 surface height setting	EA							NO VALUE
MF35	Vacuum Cleaner, Upright, Cleaning Path 15", Carpet Height Adjustment Seven-Position, On-Board Tools, Headlight, Furniture Guard, 10A Motor	EA							NO VALUE
MF36	Vacuum Cleaner, Upright, Hepa Filter, 10A Motor	EA							NO VALUE
MF37	Vacuum Cleaner, Upright, Lightweight, 21.5"L X 13.5"W, 14 Lbs	EA							NO VALUE
MF38	Vacuum Cleaner, Upright, Roller Ball, Cyclone, Multi-floor, Lightweight, motorized brush bar, weighs 11.6 lbs	EA							NO VALUE
MF39	Vacuum Cleaner, Upright, Roller Ball, Cyclone, Multi-floor, Lightweight, motorized brush bar, weighs 16.12lbs	EA							NO VALUE
MF40	Vacuum Cleaner, Wet/Dry, Horsepower: 2.5 Tank Material: Plastic Tank Capacity: 12 Gal. Hose Length: 6 & 7	EA							NO VALUE
MF41	Vacuum Cleaner, Wet/Dry, Horsepower: 6.0 Tank Material: Stainless Steel Tank Capacity: 10 Gal. Hose Length: 8	EA							NO VALUE
MF42	Vacuum Cleaner, Wet/Dry, 10 Gal, Horsepower: 6.0 Tank Material: Stainless Steel, Hose Length: 8 Cubic Feet Per Minute: 195	EA							NO VALUE
MF43	Vacuum Cleaner, Wet/Dry, 12 Gal, 2.5Hp, Steel Tank	EA							NO VALUE
MF44	Vacuum Cleaner, Wet/Dry, 18Gal, 6.5Hp W/Cart	EA							NO VALUE
MF45	Vacuum Cleaner, Wet/Dry, 2 Gal, Portable Cordless/Corded, 12-18 Volts	EA							NO VALUE
MF46	Vacuum Cleaner, Wet/Dry, 20 Gal, Vacuum Combo, Single Stage	EA							NO VALUE
MF47	Vacuum Cleaner, Wet/Dry, 5 Gal, Electric, No Hose	EA							NO VALUE
MF48	Vacuum Head, for Wet/Dry Vac, to be mounted on 55 Gal Drum (not included), 14" H x 23" L x 23" W	EA							NO VALUE
MF49	Vacuum Pump Oil, Mineral, 1 Qt, 100 Grade	EA							NO VALUE

Motorized Laundry Cleaning Equipment

GSA Provided			To Be Completed by Vendors						Automatic Calculation
1	2	3	4	5	6	7	8	9	10
Reference ID	Item Description	Unit of Measure	Manufacturer Name	Manufacturer Part Number	UPC-A Number	Current GSA Schedule Price (\$)	Proposed BPA Price (\$)	Country of Origin	Discount off Current GSA Schedule Price (%)
ML01	Dryer, Front Load, 2 Stack, Commercial, Electric, (2) 7.0 Cu Ft, 26-7/8" x 28" x 76-5/8", 4 heat settings, White	EA							NO VALUE
ML02	Dryer, Front Load, Commercial, Electric, 7.0 Cu Ft, 26-7/8" x 28" x 43", 4 Heat Setting, White	EA							NO VALUE
ML03	Dryer, Front Load, Commercial, Electric, 7.0 Cu Ft, 5600 Watts, 240Volts, 3 cycles, White	EA							NO VALUE
ML04	Dryer, Top Load, Electric, 7.0 Cu Ft, 42" x 27" x 28-1/4", 4 Heat Settings, White	EA							NO VALUE
ML05	Washer & Dryer, Front Load, Stack, Commercial, High Efficiency, Electric Dryer, 2.84 cu ft, 27" W x 75" H x 28" D, 5 wash cycles, 3 heat settings,	EA							NO VALUE
ML06	Washer, Front Load, 4.0 Cu. Ft., 10 Cycles, 1200 Rpm, 7" X 36" X 30 1/2"	EA							NO VALUE
ML07	Washer, Front Load, 4.0 Cu. Ft., 6 Cycles, 1100 Rpm, 3 Temp, Window Door, Energy Star Qualified	EA							NO VALUE
ML08	Washer, Front Load, Clear Door, 3.5 cu ft, 30.5" D x 27" W x 36" H, 6 Cycles, 3 Temp, Energy Star	EA							NO VALUE
ML09	Washer, Top Load, Commercial, 3.2 Cu. Ft. Capacity, 120V, Mechanical Timer, Non Coin, White	EA							NO VALUE
ML10	Washer, Top Load, Commercial, 3.2 Cu. Ft. Capacity, Bleach & Fabric Softener Dispensers, 8 Wash Cycles, 43" X 27" x 25.5", Non Coin	EA							NO VALUE

Pool Discounts

	Automatic Calculation	To Be Completed by Vendors
	1	2
MRO Pool	Average Pool Discount (%)	Vendor Approved
Cleaning Compounds and Related Dispensers	Quote Tab Not Complete	
Non-Motorized Cleaning Equipment and Waste Collection Supplies	Quote Tab Not Complete	
Paper Products and Related Dispensers	Quote Tab Not Complete	
Motorized Floor Cleaning Equipment	Quote Tab Not Complete	
Motorized Laundry Cleaning Equipment	Quote Tab Not Complete	

Pool Discounts

Additional Pricing

Aggregate BPA Discounts

Notes:

1. Only enter values for the pools you are bidding upon
2. Values entered will be added to discount value off of MAS price (ex. if discount on item is 24% at \$5M aggregate spend and proposed 2%, the discount at \$6M will be updated to 26% off of MAS Price)

	1	2	3	4
	Aggregate BPA Spend Thresholds (\$)			
Aggregate Discount Offered (%):	\$6M+	\$12M+	\$18M+	\$24M+
Cleaning Compounds and Related Dispensers				
Non-Motorized Cleaning Equipment and Waste Collection Supplies				
Paper Products and Related Dispensers				
Motorized Floor Cleaning Equipment				
Motorized Laundry Cleaning Equipment				

Additional Options Pricing

Notes:

1. Please provide fee % in for column 6 & 7
2. Please provide Yes / No response to column 8 & 9

	6	7
	Delivery Upgrade	Order Size
	Next Business Day Fee	Convenience Fee (Order \$25-\$99)
Proposed additional fee (%):		

8	9
Delivery Location Options	

Additional Pricing

| aggregate discount is

5
\$30M+